

JOB DESCRIPTION

Teacher

In conjunction with the Assistant Director, and/or the Education Coordinator, the Teacher will:

- Plan and carry out the daily activities of the children at the Center.
- Consult with the Teacher Assistants, other Teachers, and inform volunteers so that the staff works together as a team. Teacher and Assistant are to work together as a team with the Teacher giving direction to the Assistant. The Teacher and Assistant participate in weekly meetings to share information about the children and to help plan program activities.
- Plan and prepare developmentally appropriate activities for her daily group time using the Creative Curriculum and maintain a learning center/lesson plan book. Design and prepare a monthly theme or season-based bulletin board using child-made work and teachers creativity.
- Maintain accurate classroom daily attendance records.
- Complete Home visits, which are done at the beginning of the school year before children begin school. Schedule and complete Parent/Child/Teacher Conferences twice a year to discuss the development and needs of the child.
- Prepare and arrange the teaching and educational materials in use, see that the classroom and equipment are kept in good order, and equipment is put away properly. The Teacher will keep in mind the safety and health of the children at all times. The Teacher plans activities for and supervises the children while outside on the playground or in the Community Center gym. Teachers are to clean the playground and check equipment safety daily, before children play outside.
- As a basis for planning appropriate learning activities, the Teacher maintains assessment portfolios for each child, which will include the following:
 - Ongoing anecdotal notes concerning the child's social, emotional, physical, and cognitive language and behavior.
 - Developmental Continuum.
 - Periodic samples of the child's work.
 - Record of calls or notes to and from parent (*Keeping in Touch* Notes/Telephone Communication Record).
 - Any other pertinent information concerning the child.
- Responsible for reviewing each child's records (office files) for any special needs.
- Prepare *Keeping in Touch* notes for parents, and inform them of any injuries (accident reports are to be filled out the same day, the original to the office and the copy to the parent), medical problems or concerns as required. Prepare monthly newsletters about classroom activities for parents.
- Fully support the Center's program in order to promote its usefulness and enhance its reputation.
- Attend the annual Open House, the September Orientation for parents, any parent meetings, and the Annual Meeting of the Board of Directors.

- The Teacher must sit and eat lunch with the children. After lunch the Teacher supervises the children as they use the restroom, wash their hands and get on their cots. All Teachers will rub children's backs to help settle them at the beginning of their rest time.
- For professional growth teachers are encouraged to participate in training workshops/classes. A minimum of nine hours of staff development is required each year.
- The Teacher is encouraged to participate in advanced educational opportunities, which contribute to an overall knowledge of early childhood education, child development and child management. *Through enhanced knowledge, the Teacher increases his or her confidence and overall worth. Such factors combined with others relative to performance and years of experience will influence the process of periodic evaluation resulting in consideration for advancement.*
- The Teacher will perform other job-related duties and responsibilities as assigned.