

Job Title: CDP - Teacher

Reports to: CDP - Site Supervisor

Job Status: Salaried / Non-Exempt

Job Summary: Under the direction of the Site Supervisor, responsible for the overall functioning of the classroom, establish supportive relationships with staff, children and parents, and ensure the facility meets Licensing requirements.

Primary Responsibilities

**** Develop and Implement Curriculum** (that meets state standards and best practices in the field)

- * Complete Desired Results Child Assessments (twice a year)
- * Complete an ITERS, ECERS, or SACERS (once a year)
- * Create and maintain Child Portfolios for each child
- * Complete written observations on each child on a regular basis
- * Create curriculum goals based on results of child assessments twice a year
- * Create written weekly lesson plans
- * Implement a curriculum that supports ethnic and cultural diversity
- * Create curriculum that is developmentally appropriate and respond to the individual needs of child
- * Lead classroom activities (such as projects, circle & story time, meal/snack, outside time)
- * Arrange and maintain developmentally appropriate classroom learning centers
- * Plan and supervise all classroom transitions so they are appropriate and effective

**** Provide Effective Supervision and Exhibit Professional Standards**

- * Train, supervise and provide leadership to classroom assistants and volunteers
- * Lead and role model best practices in interactions with children and with other staff
- * Offer constructive feedback to teacher assistants and volunteers
- * Maintain an attitude of cooperation and promote teamwork
- * Provide teacher assistants with opportunities to contribute ideas for curriculum
- * Role model an enthusiastic and positive attitude
- * Convey respect and appreciation when directing and supervising staff
- * Be willing to listen and receive constructive criticism
- * Refrain from communications that cause negative staff relations: (ex. gossip)
- * Be punctual and inform supervisor when you will be absent
- * Bring concerns, issues or complaints of staff to attention of the site supervisor

**** Complete Administrative and Program Organizational Tasks**

- * With site supervisor develop schedule, rules and standards for classroom
- * Keep program in compliance with licensing, health, and State standards
- * Complete or delegate appropriate housekeeping tasks
- * Attend staff meetings
- * Meet with classroom staff on a regular basis
- * Complete Administrative tasks as requested (ex: meal counts, hand out food forms to parents)
- * Document children's schedule, health needs, behavior, etc as requested
- * Organize and maintain classroom equipment and supplies
- * Inform supervisor of any safety hazards or licensing issues that may arise
- * Inform supervisor of any staffing or personnel issues
- * Report immediately to site supervisor any child or staff injuries

**** Provide Parent Support**

- * Be responsive to parent requests

- * Meet with parents twice a year to discuss child's progress (under supervision of site supervisor)
- * Greet parents when they arrive and maintain warm and friendly communication style
- * Inform parents of any issues that may arise with child during the day
- * Inform site supervisor of any issues, concerns, or needs that parents express
- * Provide parent education through daily conversations and information handouts

**** Continue Professional Development**

- * Obtain and maintain certification in Basic First Aid and Infant/child CPR
- * Obtain and maintain a current California teaching certificate
- * Attend staff trainings and meetings
- * Responsible for learning State Standards for curriculum and child development

**** Other Duties as Assigned**

Qualifications

- Must possess 24 units of Early Childhood Education or Child Development including core course plus 16 general education units.
- Maintain a positive attitude of cooperation, teamwork, flexibility and responsiveness.
- Be patient and nurturing towards children
- Must be punctual and have regular attendance.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Physical Requirements

- Physical agility to lift and carry objects and/or children up to 50 lbs.
- Standing, sitting and walking intermittently.
- Ability to reach overhead; push, pull, raise and lower objects.
- Ability to bend, stoop, kneel, squat and twist.