

JOB DESCRIPTION

Each day MMO teachers are responsible for providing high quality, professional childcare to the children at our school. To do this, we:

- Adhere to all DCFS Standards
- Organize and maintain classrooms that are safe, orderly, and attractive
- Plan and implement developmentally appropriate activities for each child, in accordance with Creative Curriculum guidelines
- Establish and facilitate an open, accepting and nurturing style of communication with each child and his/her parents

Specific Duties:

Always

- Sustain consistent, positive teacher/child interaction, as well as positive interactions with fellow staff members, Board members, the Director and employees of Temple Baptist Church
- Closely supervise all individual and group activities
- Document observations of each child
- Work with specified teachers to create weekly lesson plans, based on schoolwide themes
- Follow DCFS diaper changing and hand_washing procedures
- Clean and sanitize toys and equipment regularly
- Label shelves and storage containers with photos of toys, and names of toys

Weekly

- Create and distribute a weekly email newsletter for families providing updates and classroom information
- Attend weekly staff meeting/training/planning/cleaning sessions
- On Fridays, help all staff move furniture in rooms that need to be re-set for Sunday School
- On Mondays, help all staff re-set rooms for MMO
- Fill out time sheets and classroom attendance sheets and turn in to Director

Daily

- Serve snack, clean up and remove all food and juice from classroom
- Change bedding after each use
- Pick up classroom toys and place in correct spots at the end of each day
- Vacuum classroom, clean off tables and chairs, replace art supplies to storage
- Be sure that children are checked in and checked out

Regularly

- Participate in on-site and off-site trainings
- Take responsibility for assigned duties on rotating basis, e.g., Kitchen Duty, Playground Duty, etc.
- Decorate classroom bulletin boards, hang children's artwork, and rotate often
- Plan for and participate in Parent/Teacher Conferences and MMO Open House
- Attend MMO, NFP family functions, and participate in MMO, NFP fundraisers