



Job Description Child Development & Education Program Teacher

GENERAL DESCRIPTION:

Teachers are responsible for the design, planning, and implementation of a quality early childhood education classroom and the implementation of the program's philosophy and curriculum. The position requires skill and expertise in curriculum planning, staff supervision, child assessments, and the ability to accept and work effectively with children and adults from diverse populations. This position is a role model for developmentally appropriate practices in the classroom and has shared responsibility for classroom setup and classroom management. This position may have direct responsibility for a specific group of children in a shared classroom.

The position provides support and assistance in the classroom by providing a warm and nurturing environment that helps children grow intellectually, physically, emotionally and socially. The position participates in all activities in the classroom and works as a team member with other staff.

When the supervising teacher or Site Supervisor is not present this position may act on their behalf.

REPORTS TO: Site Supervisor

JOB CLASSIFICATION: Non-Exempt

DIRECT REPORTS: None

DUTIES AND RESPONSIBILITIES:

Classroom Duties:

1. Plan, prepare, and implement activities that are appropriate for the age level, skill and social development of the children served.
2. Complete planning activities for an assigned group of children and be a resource for materials
3. Prepare, implement and ensure lesson plans meets and Individualized Learning Plans (ILP) reflects program philosophy and standards (i.e. Creative Curriculum, Common Core, Early Learning Foundations, Anti-bias curriculum, etc.), are developmentally and age appropriate (i.e. PITC, RIE, DAP, Desired Results, Performance Standards, etc.).
4. Complete the developmental screenings (DRDP's) based on enrollment and follow-up schedules.
5. Implement Individual and Family Service Plans (IFSPs). Attend annual or ongoing meetings or share information related to child outcomes for children with IFSPs.
6. Maintain for an attractive, clean, creative, functional living and learning environment (which may include cleaning up before and after meals, washing dishes, sweeping/mopping floors, etc.).
7. Maintain a clean and appealing environment for the children, by picking up toys, cleaning tables, moving equipment (i.e. setting up cots, mats, or setting up and taking down outside equipment)
8. Maintain ratio per program requirements. Visually supervise the classroom and outdoor area. Anticipate and move quickly to prevent potentially injurious situations that arise during play. Interact, initiate, and encourage the children in all the activities during the day.
9. Adhere to and participate in the program evaluation of program using the Environment Rating Scale, CLASS, Desired Results, and/or NAEYC accreditation standards.
10. Be familiar with and adhere to the program's policies, health and safety regulations and emergency procedures and be ready to implement them if necessary.
11. Inform the supervisor of any concerns or observations of a child or the environment that may be of interest or importance.

Family Engagement:

1. Maintain positive relationships with parents through daily verbal contact and/or written notes and document any concerns.
2. Submit written items for the parent newsletter.
3. Complete home visits (Early Head Start staff) and parent-teacher conferences.
4. Attend parent meetings as requested by supervisor.
5. Involve parents by recognizing their talents and soliciting their participation.
6. Relay to other classroom staff and supervisor any information or concerns expressed by parents.
7. Model appropriate adult/child interactions while encouraging and supporting parent/infant attachment.

Administrative:

1. Supervise Assistant, Aides or volunteers in the classroom as assigned by supervisor or in absence of supervisor.
2. Know emergency procedures and be prepared to take responsibility for carrying them out (Fire drills, earthquake, CPR, first aid). Conduct and complete monthly Safety Checklist as requested.
3. See that food counts, sign-in/sign-out, and attendance reports are kept accurately. Complete record keeping such as childcare food program, attendance, child assessments, and observations (i.e. DRDP's, ERS's, ASQ's, etc.) Observe and record information about children for portfolios or assessment file.
4. Perform other assigned duties relevant to the needs of the program.
5. Plan and facilitate regular classroom staff meetings that include discussions of individual children, health and safety practices, activity plans, and general training.
6. May be asked for performance input by Site Supervisor for center staff.

Other:

1. Work cooperatively with child development team in achieving the goals and objectives of the classroom and center.
2. Be physically, mentally and occupationally capable of performing the following actions without endangering one's own health:
 - Reach a child 25 feet away within 10 seconds or less
 - Hear a child call for help from at least 50 feet away
 - Comprehend and react to dangerous situations involving children without hesitation
 - Crouch to a child's height and maintain eye contact
 - Reach children on the highest piece of play equipment
 - Lift a minimum of 40 pounds
 - Sit on the floor and/or low chair and interact with children for an extended period of time.
3. Follow all policies and procedures for handling confidential documentation and confidential information.
4. Follow all Child Protective Services mandates and requirements, particularly regarding reporting of suspected child abuse.
5. Follow Community Care Licensing rules and regulations and ensure classroom is in compliance.
6. Adherence to all organization policies, procedures, Parent Handbook and Employee Handbook.
7. Timely and accurate submission of time records to supervisor and reimbursements for expenses
8. Other duties as assigned by supervisor.

LIMITS OF AUTHORITY:

Teachers must consult with the Site Supervisor to: change classroom activities; discuss concerns with a parent; or change hours of work or shifts. This position must consult with the Site Supervisor regarding any accidents or concerns about children, parents or other staff members.

This job description in no way states or implies these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give such instructions or assignments.

MINIMUM QUALIFICATIONS:

- Possess a high school diploma or equivalent
- Be 18+ years (per Licensing Regulations)

Teacher Level I:

- Possess or be eligible to apply for a Child Development Associate Teacher Permit
- Successful completion of Child Development Associate Credential (CDA) or twelve (12) or more early childhood education units
 - Infant/Toddler teachers must have a minimum of three (3) units in infant/toddler education

Teacher Level II:

- Possess or be eligible to apply for a Child Development Teacher Permit or above
- Successful completion of A.A. degree in early childhood education or twenty-four (24) or more early childhood education units and sixteen (16) general education units
 - Infant/Toddler teachers must have a minimum of three (3) units in infant/toddler education

LANGUAGE SKILLS:

Teachers should be able to verbally communicate with parents and other adults in English, use grammatically correct language, and when possible, speak in the child's home language.

PREFERRED LANGUAGE SKILLS:

Ability to speak with children and families in their native language. Some classrooms may require bilingual abilities due to needs of the children and families enrolled.

OTHER REQUIREMENTS:

- Maintain clear Criminal Background Check/Fingerprinting
- Submit and maintain evidence of a current (completed within the last year) negative Tuberculin test and health report prior to hire
- CPR and First Aid certified or willing to obtain within 3 months of employment; must maintain for duration of employment
- Maintain minimum of an Associate Teacher permit while employed in position
- Submit evidence of completion of education requirements prior to hire

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Effective Date: April 1, 2014 – supersedes all previous revisions

Employee Signature and Date