

CLASSROOM TEACHER

Job Description

PURPOSE OF THE POSITION

The Classroom Teacher is responsible for providing a safe and developmentally appropriate program in accordance with Center policies, procedures, and licensing requirements.

SCOPE

The Classroom Teacher will be responsible for planning and implementing a program to teach young children. They must ensure the development and safety of these children in accordance with Center policies, procedures, and licensing requirements. The teacher will be respectful of children, parents, and other staff members and will project a positive attitude at all times. The teacher will also help to ensure that equipment and facilities are safe and well maintained by reporting any needed repairs.

RESPONSIBILITIES

1. Develop and implement a developmentally appropriate program for young children.

Main Activities

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Report any repairs needed to facility or equipment
- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Develop activities that utilize a variety of art materials and encourage creative expression
- Develop activities that introduce math, literacy, and science concepts
- Follow policies and procedures including acceptable disciplinary policies
- Be familiar with and able to follow emergency procedures

2. Supervise children in the classroom.

Main Activities

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and story telling
- Build children's esteem
- Comfort children
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress
- Integrate special needs children in a positive and respectful manner

3. Communicate with parents and members of the community.

Main Activities

- Discuss children's development with parents
- Discuss identified problems and needs with professionals as appropriate
- Participate in Center fundraising and other activities
- Promote literacy and early education

4. Maintain program administration.

Main Activities

- Keep parents informed of program expectations, program activities and their child's progress
- Develop daily activity plans
- Complete all required forms, such as incident reports, medication authorizations, etc.
- Maintain strict confidentiality at all times
- Register for and attend educational sessions as required by state licensing
- Regularly attend monthly staff meetings
- Assist with Center projects and activities

5. Perform other related duties as required.

REPORTING

This position reports to the Director; in the Director's absence to the Assistant Director.
This position supervises the classroom's Assistant Teacher and Aides.

WORKING CONDITIONS

Physical Demands

Caring for children can be physically demanding. The Classroom Teacher may be lifting and carrying children and equipment, and will spend time sitting on the floor or child sized furniture. The teacher will be expected to assist with cleaning and maintaining equipment and the facility. The teacher will come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.

Environmental Conditions

The Classroom Teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the teacher will need to supervise all children at all times.

Sensory Demands

The Classroom Teacher may experience smells associated with toileting and children who are ill. There may be times that the environment is noisy and busy.

Mental Demands

Caring for children can be stressful. The teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the teacher must be prepared to handle accidents and emergencies at any time.

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Printed Name and Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title

Supervisor's Signature and Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.