

JOB DESCRIPTION: Teacher
Revised November 26, 2013

Scope of Position

The Teacher is responsible for assisting the Lead Teacher in planning, preparing, and implementing daily activities, monitoring children's progress, maintenance of related records and supervision of assigned support staff and volunteers; may also be required to substitute for the Lead teacher when necessary. The Teacher promotes the center's philosophy and educational objectives. The Teacher supports the *NAEYC Code of Ethical Conduct*.

The Teacher reports to the Lead Teacher of the group to which he/she is assigned or whoever is appointed in charge of the center.

Responsibilities

The Teacher will assist the Lead Teacher in developing developmentally appropriate curriculum for her/his assigned classroom and work together with the Lead Teacher, Director, and other staff members to foster an atmosphere of goodwill, open communication, and teamwork. The Teacher is responsible for all other duties as assigned by Director or other in-charge person.

The Teacher is responsible for knowing and following current UBCCC policies & procedures, OCFS regulations, and all accreditation standards.

The primary responsibility of a teacher is the safety and well being of the children. It is therefore the obligation of a teacher to report to the supervisor and/or Director any action or behavior by any person which might be detrimental to a child or group of children within the Center.

Specific Duties

- Assumes responsibility for the management of the classroom in the absence of the Lead Teacher.
- Attends and engages in team meetings.
- Attends and engages in ongoing professional development to improve personal and professional skills.
- Keeps current with all credentials and degrees in accordance with all accrediting and regulatory bodies.
- Attends center functions when required.

Classroom environment

- Uses and promotes positive guidance techniques.
- Communicates with children on their developmental level.
- Establishes routines with smooth transition periods.
- Encourages children to be independent.
- Assists in designing an appropriate room arrangement to support goals of the program.
- Maintains a safe & healthy environment and notifies the Lead Teacher or administration of maintenance issues.
- Assists in maintaining a classroom inventory and assists in the decision-making of equipment and supply purchases in accordance with classroom budget.

Curriculum

- Assists in planning curriculum that provides a balance between child-initiated and teacher-initiated activities.
- Assists in developing a developmentally appropriate and integrated curriculum that meets the needs of individual children.
- Assists in planning and implementing culturally diverse experiences that support families.
- Eats all meals with children and assists in development of good nutrition habits and socialization skills.
- Assists children in establishing good habits of toileting and personal hygiene.

Assessment

- Assists in assessing children's needs and developmental progress on an on-going basis.
- Assists in formal observations and assessments as assigned by Lead Teacher.
- Actively assists team in planning curriculum using assessments.
- Steps in to meet with individual parents as directed by Lead Teacher or Director on matters involving child or UBCCC policies.

Families

- Greets children and families and welcomes them into the classroom.
- Offers support to families caring for children at different development stages.
- Assists in promoting communication with families through daily written communication, classroom newsletters, and documentation displays, as assigned by Lead Teacher.

Qualifications

Minimum: An Associate's degree in Early Childhood Education, or directly related field, or a current CDA (Child Development Associate). Experience working with children in child care a setting.

Preferred: A Bachelor's degree in Early Childhood Education, or directly related field; with experience in a child care setting.

Physical requirements: The essential physical requirements for this job include:

- Must be able to bend, stoop, reach, sit on the floor and rise from the floor without adult assistance.
- Must be able to lift up to 30 pounds.

Signature

Date