Teacher
Job Description

Direct Supervisor: Department Manager
Responsible to: Director of Early Childhood Operations, Executive Director and any Member of Management
Supervises: Assistant Teacher, Department Aides, Area Support
Safety-Sensitive: Yes
Work Assignment: 8 hours per day

Qualifications
• Education and Experience:
  o Active CDA
  o 12+ ECE hours
  o 2 years of EC experience
• Demonstrated ability or requisite personal qualities to work well with children and adults

Children’s Center Philosophy and Program Expectations
• Place children as the first priority
• Promotes teamwork and shows respect for employees
• Attends scheduled staff and team meetings
• Acquires at least 30 hours of professional development annually
• Develops and maintains relationships with families

Interactions with Parents and Staff
• Works to build positive relationships with parents and co-workers
• Communicates effectively with other adults in the program
• Demonstrates respect for parents and co-workers
• Works as a part of a team with concern for the entire program

Interactions with Children
• Exhibits positive interaction through communication, actions, contact, and responsiveness
• Teacher encourage language development through activities, songs, questions, books and other means
• Utilizes appropriate child guidance

Classroom Responsibilities
• Provides and makes accessible developmentally appropriate learning materials
• Arranges classroom in such a manner as to encourage children to explore and discover
• Delegates work to Assistant Teacher and Area Support
• Submits building maintenance forms for classroom and facility repairs
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• Updates child portfolios to include examples of child work and progress reports
• Completes GROW assessment for each child three times a year
• Uses the assessment results to modify the curriculum to meet the needs of each individual child and the classroom
• Maintains daily schedule while meeting the needs of the children
• Submits supply requests in a timely manner
• Maintains equipment and furnishings to meet quality approval standards

Activities and Environments
• Conducts parent/teacher conferences
• Maintains a clean, organized and inviting classroom environment
• Uses the outdoors as part of the learning environment
• Implements curriculum and other learning experiences

Health, Safety and Emergency Procedures
• Required First Aid/CPR training in order to perform critical life saving measures if necessary
• Responsive to Level I, II and III child safety protocols
• Has a thorough knowledge of and follows emergency plans
• Understands and follows all child supervision policies and procedures
• Records daily attendance
• Records food records, serves children and models during meal times
• Abides by all health and safety standards
• Checks children for signs of illness or accidents
• Dispenses medication according to procedures
• Follows all HWCEC and DHS policies and procedures

Work Ethic and Professional Responsibilities
• Maintains professional appearance
• Meets program requirements for attendance
• Maintains professional composure during a busy working day
• Exhibits judgment and independence
• Shows initiative and is open to new ideas

Other Related Duties as Assigned by Immediate Supervisor