



# Teacher

## Professional Commitment

1. This position is full or part time.
2. It requires rotating, opening and closing hours.
3. Responsible for following through with the operations of the classroom in the absence of the Head Teacher.
4. Complete education to meet the licensing requirements of the position
5. Continuing education requirements (as defined in DCF 251) must be met each year to continue in this capacity. This training is generally in the evenings and weekends

## Educational Qualifications

1. Must have a minimum of 6 credits in ECE prior to assuming the position
2. Ongoing educational goals to include completion of an Infant Toddler, Preschool, or Inclusion credential within 2 years of assuming the position

## Interpersonal Skills

1. This person needs to be emotionally mature to stay calm and handle stressful and emergency situations in a professional manner
2. Capable of providing a nurturing, safe and loving environment for children and families
3. Capable and willing to maintain a nurturing, cooperative, mentoring relationship with other staff
4. Able to communicate in a timely and professional manner with other staff and parents
5. Have a sense of humor in dealing with daily stress of meeting children and parents needs

## Organizational Skills

1. Must be able to keep the room, children, yourself and others organized
2. Have necessary equipment and supplies in the room and ready on Fridays for the next week
3. Conserve and recycle supplies
4. Keep classroom, closets & storage areas clean and organized
5. Work on the list of projects & duties to follow through each day/week
6. Know the USDA requirements for food service
7. Prepare appropriate materials in advance and organize them in the classroom by Wednesday
8. Assist with documenting children's developmental progress on a weekly basis
9. Assist with planning the monthly calendars for parents that reflect lesson plans and activities

## Team Work

1. Supervise and guide other staff working with you
2. Must be able to give directions to others, and get compliance
3. Use professional conversation with other staff, parents and children
4. Contribute to staff/building meetings
5. Plan ahead for supply inventory and ordering
6. Orientate and mentor new/transferred staff to the classroom
7. Understand and explain/enforce handbook policies and procedures with staff
8. Bring problems or concerns to the attention of the Head Teacher and Program Director in a timely manner

## Health & Safety

1. Enforce safety and health policies re: children, equipment and policies & procedures
2. Understand USDA meal service and food requirements and assure that requirements and procedures are followed at meal service times
3. Maintain a hazard free environment, inside and out
4. Report Child Abuse to proper authorities
5. Assure that the daily cleaning schedule is completed each day

## Classroom & Curriculum

1. Assist with planning theme and skill based lesson plans that reflect WMELS and Creative Curriculum developmental domains
2. Use WMELS best practices and Creative Curriculum to set up, plan and evaluate socially and developmentally appropriate activities for children
3. Help set up learning centers with materials to reflect themes and skills
4. Keep the room child centered with hands on activities and displays of completed work
5. Use community resources to supplement the themes and lesson plans
6. Follow the established classroom routine
7. Recommend and provide books, music and materials for group time
8. Recommend and arrange trips and guests with other classrooms that coordinate themes
9. Contribute to the newsletter and lesson plans each month to help parents understand their child's educational experiences
10. Have group control of the children in the classroom using behavior management techniques that reinforce appropriate social and group interactions
11. Sit & eat center provided food with children and encourage table manners
12. Update classroom displays to reflect children's learning experiences

## Parents

1. Meet with parents in fall and spring to discuss each child's developmental and social progress
2. Greet parents and children and discuss behavior and educational goals on a daily basis
3. Communicate with parents to help them understand their child's needs
4. Provide resource information for parents
5. Welcome parents as partners in educating their child through field trips and volunteer activities
6. Anticipate and respond to parents needs

## Children

1. Help develop behavior modification plans with parents to help children have a positive learning experience
2. Make appropriate and timely referrals when a child is experiencing difficulties or developmental delays
3. Develop redirection plans for children and communicate that plan with other staff in the room

## Licensing

1. Monitor and record medications and procedures for administering medications
2. Complete incident reports and give to parents the same day
3. Complete accident reports and fax to licensing within 24 hours of accident
4. Keep appropriate attendance records and monitor daily attendance with Program Director
5. Keep appropriate emergency information and schedules for children
6. Know the names and whereabouts of children in your care

All staff are responsible to assist with anything that is necessary to keep the program running smoothly and efficiently to meet licensing requirements. Including but not limited to outside clean up, floors and carpet maintenance during times of illness, and assisting with fund raising events.

I agree to perform the job duties and responsibilities of the teacher.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Copied and returned by:

A copy of this signed job description will be returned to you for your orientation packet.