

## **POSITION DESCRIPTION**

Position Title: Teacher

Reporting To: Center Director

Employee Classification: Non-Exempt

The Teacher is responsible for, coordinating the curriculum, and managing the day-to-day activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns.

### **Responsibilities**

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards.
- Lead by example; encourage teaching team success through modeling and coaching.
- Plan individual and group age appropriate activities to actively engage children and encourage social, cognitive and emotional growth.
- Maintain frequent communications with parents through discussions, progress reports and parent-teacher conferences.
- Ensure all center policies and state regulations are met.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standard and safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files.
- Maintain personal professional development plans to ensure continuous quality improvement.

### **Knowledge, Skills and Experience Required**

- Minimum of 2 years direct professional experience in early childhood setting.
- High energy.
- Strong oral and written communication skills; technology skills.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Excellent leadership, organizational and interpersonal skills.
- Infant/child CPR and First Aid Certification.
- Must clear full background check.
- Must pass health screening.
- Must be able to lift 40 lbs.

### **Educational Requirements**

- Associate's Degree or CDA in early childhood education or related field of study with a minimum of 30 credits in ECE.

This description contains information and facts considered necessary to accurately reflect the duties of this position. It should not be considered an exhaustive description of all the work requirements to be performed, but indicates the kinds of duties and levels of responsibility required by the position. The Executive Director and his/her designee will have the prerogative of adding or deleting responsibilities as circumstances may require.