

JOB DESCRIPTION FOR: TEACHER

Purpose: To provide a warm, nurturing, safe and loving environment where self concepts are enhanced, independence encouraged and individuality respected.

Key Responsibilities

1. To offer a program that meets the emotional, physical, intellectual and social needs of both the individual and the group.
2. To interact with the children and to encourage their involvement in activities.
3. To prepare a warm and safe environment that is orderly, clean, and appealing which permits the child to grow and explore.
4. To use appropriate and positive discipline and to train the aide so that discipline is consistent.
5. To plan lessons based on a curriculum outline. To provide aides with the opportunity to have input into the program.
6. To observe, record, and report significant individual and group behavior.
7. To maintain all records and files.
8. To supervise, train, and evaluate aide.
9. To establish and maintain good communications with parents through monthly newsletters, monthly theme calendars, parent/teacher conferences three times a year and on a daily informal basis.
10. To keep staff informed of program goals and developments both with children, parents, and administrators.
11. To attend staff orientation, staff meetings, Back to School Night, class programs, and Fun day.
12. To order new equipment and supplies: to prepare material needed in the program.

Job Requirements

1. Ability to relate joyfully and sensitively to children.
2. Evidence of emotional maturity and stability.
3. Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
6. Physical stamina.
 - a. Prior to employment, employee shall submit a dated report of satisfactory tuberculin test or chest x-ray taken within six months of beginning employment. such tests need not be repeated except at the advice of a licensed physician or the local health department.
 - b. Employee shall present to the center a dated medical statement, sign by a licensed physician, a licensed nurse practitioner, or a licensed physician's assistant, verifying that he/she suffers no physical or known emotional illness or condition which would adversely effect child care. This statement shall be dated not more than six months prior to employment or within thirty days after the date of employment.

- c. The employee shall obtain a subsequent statement every two years or at the time interval recommended by the physician, nurse practitioner, or physician's assistant.
 - d. The staff member shall submit a list of known immunizations he/she has had and most recent dates when immunized.
 - e. An employee who, upon examination or as a result of tests, shows indication of a physical, emotional, or mental condition which could be hazardous to a child, other staff, or self, and which would prevent satisfactory performance of duties, shall not be assigned or returned to a position until the condition is cleared to the satisfaction of the examining physician.
 - f. All persons shall be excluded from the center when they have an infectious illness.
- 7. Ability to recognize and to record significant individual and group behavior
 - 8. Ability to supervise aides.

Education/Experience Requirements

- 1. A bachelor's degree from an accredited college or university.
- 2. A two-year college degree in child development or early childhood education from an accredited college or university.
- 3. Certification as a Child Development Associate (CDA)
- 4. Completion of two years college education with at least one college course in child development, plus six months (910 hours) of verified experience in group care or with unrelated children under six years of age.
- 5. Twelve (12) semester hours in college-level credits in the area of child growth and development or early childhood education, plus nine months of verified experience in group care of unrelated children under six years of age.
- 6. Completion of a vocational or occupational education sequence in child growth and development, plus 12 months (1820 hours) of verified experience in group care of unrelated children under six years of age.
- 7. Thirty six (36) months (5460 hours) of verified experience in group care of unrelated children under six years of age.