

JOB DESCRIPTION

TEACHER

Salary Range: \$7.50 - \$8.50 per hour.

Hours: 6:15 AM – 6:00 PM Assigned hours will vary.

Qualifications: C.D.A., two year or four year degree in Early Childhood Education or related field. Experience working with groups of preschool age children required. Must have ability to relate well to children and adults, parents as well as staff members. Must have the ability to supervise one or more assistant teachers.

Responsibilities: Will include but not be limited to:

1. Assisting the teacher in planning and implementing the daily program, including the following:
 - a. Treating each child with dignity and respect.
 - b. Planning activities, which will encourage each child's growth in the areas of emotional, social, cognitive, and physical development.
 - c. Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.
 - d. Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
2. Being responsible for the arrangement, décor and learning environment in the classroom.
3. Being responsible for reporting to the director any equipment repairs or replacements needed, maintenance needed in the room or elsewhere in the building or on the playground, and supplies that need to be reordered.
4. Planning and carrying out conferences with the parents of the children in the class and keeping records of the children's development.
5. Generally promoting a good rapport among staff members.
6. Attending all staff meetings and programs sponsored by the center.
7. Actively seeking to continuously update skills by attending outside workshops and conferences whenever possible, by becoming active in professional organizations, and by constantly seeking new ideas and materials for use in the classroom with the children or to share with other staff members.
8. Maintaining records that are required by center policy.
9. Maintaining strict confidentiality regarding children and their families.
10. Maintaining professional conduct and attitudes in working with parents and staff as well as visitors in the general public.