



JOB DESCRIPTION - TEACHER PART DAY PROGRAM

Purpose Statement

The job of Teacher is done for the purpose/s of providing quality, comprehensive child development services and selected health services to preschool children and their families; and encouraging parental involvement in educational planning, goal setting, and center activities.

Essential Functions

1. Administers developmental testing programs, assessments, etc. for the purpose of identifying needs, assessing student development and/or developing individual learning plans.
2. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
3. Maintains classroom equipment, work areas, student files/records (e.g. instructional materials, cleaning work areas/playground, etc.) for the purpose of ensuring availability of items, providing reliable information and/or ensuring a safe and sanitary environment.
4. Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and/or referrals.
5. Participates in a variety of program activities (e.g. family staffing, staff training, planning, communication and evaluation activities, etc.) for the purpose of conveying and/or receiving information related to program plan.
6. Prepares teaching materials and related reports (e.g. classroom activities, individual child observations, program records, etc.) for the purpose of documenting family and child activities as described in the work plan.
7. Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
8. Collaborates with families for the purpose of optimizing development (e.g. nutrition, self care, social, motor skills, language skills, etc.) of each child and helping to enhance parenting skills.
9. Implements academic, behavior, health and nutrition plans (e.g. literacy activities, stories, songs, math/science activities, art, etc.) for the purpose of ensuring compliance with established regulations and/or performance standards and encouraging parent involvement.
10. Develops curriculum and/or individual plans for students in collaboration with classroom team (e.g. Child Health Plan, Individual Learning Plan, etc.) for the purpose of providing classroom activities and routines that support individual/group needs and/or delivering services in compliance with established guidelines.

11. Conducts home visits for the purpose of providing information and resources (e.g. parenting skills, community resources, goal setting, health referrals, etc.) to families on a schedule in compliance with program requirements and/or to partner with families in educational planning and goal setting.
12. Provides or assists with providing health screenings, immunization verifications, and outside agency referrals (e.g. hearing, vision, immunization compliances, height/weight relationships, etc.) for the purpose of promoting needed treatment and complying with program requirements.

Equipment To Be Used

1. Computer hardware and software, including email and internet
2. Telephone and voice mail
3. Copy machines
4. Fax machine
5. Classroom equipment/materials
6. Screening equipment

Working Conditions

1. Attend center meetings and activities, including some evenings.
2. Visit parents/families in their home and conduct parent conferences.
3. Lift and hold children. Lift and move educational materials and equipment up to 40 pounds.
4. Stand, stoop, kneel, bend, and work with children on the floor for extended periods of time.
5. Follow universal precautions when caring for hygiene needs, including diapering, of children.

Qualifications

Contingent: (Must be fully qualified by 10-01-2011)
Current CDA
ECE certificate that meets or exceeds CDA requirements
One year experience in an early childhood setting preferred

Fully Qualified: AA/BA/MA in early childhood education
AA/BA/MA in related field plus 18 credits in early childhood education
AA/BA/MA in any field plus 25 credits in early childhood education

Requirements

1. Initial health examination, including screening for TB. (See Medical Release form)
2. Obtain a First Aid and Infant/Child CPR card within 90 days of hire and keep current.
3. Complete the Criminal History Declaration form and fingerprinting.
4. Obtain a Food Handler's permit within 90 days of hire and keep current.
5. Must have access to a personal vehicle with insurance coverage (unless employer supplies vehicle) and have a valid driver's license.

Skills and Abilities

1. Competence in various curriculum areas such as music, art, science, literacy, math and language development.
2. Competence in planning, organizing, scheduling, classroom arrangement and management, staff and parent communications and record-keeping
3. Ability to relate effectively with children, families, community members, and staff of diverse backgrounds.