Northern California Conference

**Job Description**

**DATE:** July 1, 2016

**LOCATION:**

**STATUS:** Full-time/Regular

**REPORTS TO:** Center Director

**TITLE:** ECEC Teacher

**Wage/Salary:** $

**ERI Category:**

**Job Code:** G **Step:**

**SUMMARY:** The person selected for a teacher position in this center will be responsible for the supervision, management and planning of the group of children assigned to them. The teacher is to be a model, demonstrating the kinds of values, attitudes, expectations, beliefs and choices that make our organization excellent.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assists the program director in long-range planning with regard to curriculum, the programs philosophy, and goals. Assist in determining the center’s equipment and supply needs.
2. Completes monthly, weekly, and daily curriculum plans in time for the group and communicate these plans to assistant teachers and aides, and if needed to programs other teachers.
3. Lesson plans must be shared in verbal form and written form with assistant teacher and director.
4. Creates, plans, prepares and implements a curriculum that is appropriate for the age level, skill and social developments of the group of children served.
5. Sets up classroom(s) for each day with help of assistant teacher, if applicable.
6. Plans field trips in accordance with policy, including transportation.
7. Procures library books from the library and curriculum needs dictate.
8. Responsible for setting the rules and limits of the classroom.
9. Greets children and parents when they arrive at drop off or pick up time.
10. Keeps a record of daily attendance for each child.
11. Supervises and interacts with the children in all areas of the program, outdoors and during field trips away from the program. Oversees all activities while class is in session.
12. Maintains an environment that helps each child to have a positive experience throughout the school day.
13. Comforts distressed children as quickly as possible and provide an environment that helps each child develop to the fullest in each area of development.
14. Encourages children to verbalize feelings and ideas.
15. Be familiar with and adhere to the programs policies, health and safety regulations, and emergency procedures, and be ready to implement these as necessary.
16. Assists the program director to orient, train and oversee aides, assistant teachers and substitutes.
17. Explains the procedures for fire and tornado drills to assistants, aides, substitutes, volunteers and to the children.
18. Supervises assistants, aides and/or parent helpers assigned to work within classes.
19. Responsible for delegating classroom responsibilities, tasks and activities as are appropriate and in keeping with the delegates qualifications.
20. Discusses children and classroom happenings with assistant teacher daily and director as needed.
21. Plans, prepares, and cares for both the indoor and outdoor environment.
22. Responsible for maintaining the observational records and developmental checklists for each child.
23. Records each child’s daily attendance.
24. Maintains accurate records on the children’s emergency information cards.
25. All teachers share housekeeping responsibilities to maintain clean, safe, orderly and workable rooms.
26. Responsible for accomplishing routine tasks with regard to the health and safety of the children and the maintenance of the program in accordance with local and state regulations.
27. Attends all staff meetings and recommend training programs and conferences.
28. Responsible for attaining in-service training, first aid, and CPR to meet the requirements set by the state.
29. Provides the director with training documentation in accordance with state requirements.
30. Works with the director in developing ideas and suggestions for improvement of early childhood education and for improving the center’s program.
31. Maintain an open, friendly, professional relationship with all families.
32. Provides a parent/teacher conference with all parents at least twice a year and more often as requested.
33. Infant-toddler teachers keep a daily written record for parents about the child’s food intake, elimination, sleeping patterns, medications, incidents and general behavior.
34. Preschool teachers provide written reports to parents about their children on a regular basis.
35. Posts daily schedule and teacher/child assignments.
36. Writes notes daily of class activities for parent reference.
37. Writes monthly class newsletter to parents.
38. Plans and decorates bulletin boards with other teachers on staff.
39. Plans and attends all school functions as requested by supervisor.
40. Knows procedures for prevention of fire, accidents and poisoning.
41. In case of emergency, be able to take charge and be responsible for carrying out emergency plans as set forth in the emergency procedures.
42. Responsible for observing visitors and helping them as necessary.
43. Observes confidentiality of students, parents and program.
44. Perform other assigned duties relevant to the needs of the program.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

Minimum requirements are: a two year or four year degree in Child Development, Early Childhood Education or Elementary/Secondary Education; membership with a professional organization; sound knowledge of children and child development; 19 years of age or older. Teaching experience in the childcare setting is preferred.

**Language Skills**

The teacher should have the ability to read and comprehend simple instructions, short correspondence and memos. The teacher should have the ability to write simple correspondence. The teacher should have the ability to effectively present information one-on-one and in small group situations to students, parents and other employees of the organization.

**Mathematical Skills**

The teacher should have the ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s.

**Reasoning Ability**

The teacher should have the ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. The teacher must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

**Responsibility to Parents:**

Do not discuss personal matters, other children, or other parents with a parent. If you are talking with another staff person when a parent or a visitor walks in, please stop immediately and attend to the parent or visitor.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

Tasks are usually performed under normal conditions with little or no noticeable discomfort, with the noise level at an occasional high but generally moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.