

TEACHER

Job Description

Position Summary

The preschool teacher is responsible for the academic, social, and emotional growth and development of children in their care. The teacher develops partnerships with parents/guardians to engage and encourage parent participation. The teacher is also responsible for complying with the philosophy and policies of the school as well as the codes, rules and regulations of the state and other governing agencies. The teacher works collegially with other staff members.

All employees, regardless of position, serve as role models for the children who are served at our school. Each employee at all times must be emotionally stable and able to function effectively with children and their families. The staff must demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable. Social media appropriateness as outlined in the diocesan policy “For the Sake of the Children” is expected.

Teachers are hourly nonexempt employees.

Qualifications for Teacher

- BS/BA degree in child development or early childhood education with successful completion of a student teaching experience in a preschool/kindergarten setting. **Or**
- BS/BA degree in a related field such as elementary education with course work in early childhood education. A minimum of 6 college credits in early childhood area. **Or**
- Associate degree in Early Childhood Education
- Early childhood teacher or higher certificate from the state of Delaware Office of Child Care Licensing.
- Knowledge of child development.
- Experience in planning developmentally appropriate lessons.
- Experience in managing a group of preschool children.
- Ability to work effectively with parents.
- Excellent decision making and crisis management skills.
- Good communication, problem solving, and priority setting skills.
- Ability to accept and use supervision constructively.
- Physical stamina and the ability to lift and carry equipment and tables and chairs (approximately 25 lbs.) and in case of an emergency an average preschool size child (an average preschool size child is approximately 40 lbs). Ability to sit on the floor or child sized furniture.
- Ability to recognize and record significant individual and group behavior in accordance with authentic assessment and observation practices in an early childhood classroom.
- Ability to make decisions on behalf of children and to protect their well-being.
- Committed to continuing professional growth.
- CPR & First Aide certified.

Responsibilities

Safety & Supervision of Children

- Supervise and insure the safety and well-being of the children at all times.
- Supervise children’s play in order to guide behavior and social development.
- Promote self-esteem in communications with children.
- Help children with daily routines such as toileting, diaper changing, dressing, and eating as necessary in accordance with the guidelines from the Diocesan policy “For The Sake of the Children”, and the guidelines regarding toileting, diapering, hand washing from the Delaware regulations, and the child’s developmental needs.
- Report to director and/or follow the protocol for reporting any cases of suspected child abuse or neglect to the appropriate authorities as outlined in the staff handbook.
- Manage a classroom of preschool age children and maintain classroom rules.
- Handle discipline promptly and in accordance with stated policy in the staff handbook.
- Communicate clearly and effectively with children in a manner that they understand.

Curriculum Planning & Assessment

- Plan, supervise and implement a developmentally appropriate curriculum for the class in accordance with the policies and philosophy of the school and a comprehensive knowledge of child development.
- Plan daily and weekly lessons according to state guidelines and the St. Mary's Preschool lesson plan guidelines.
- Turn in weekly lesson plans to the director for review.
- Utilize Head Start's Early Learning Outcomes Framework when lesson planning for the day, week and year.
- Plan program and curriculum according to the needs of individual children with concern for their interests, handicaps, special talents, and individual style and pace of learning.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into lesson plans.
- Perform ongoing developmental assessment and observation of children and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- Discuss identified problems and needs with professionals as appropriate.
- Plan a weekly Religion lesson focusing on the stories of Jesus or Catholic traditions.

Classroom Environment

- Have and maintain a prayer table using age appropriate religious books and religious articles.
- Decorate the room and adjacent hallways with bulletin boards, pictures, children's artwork, and other appropriate and welcoming decorations.
- Be responsible for the ordered arrangement, appearance and learning environment of the classroom.
- Ensure equipment and the facility is clean, well maintained and safe at all times.
- Create an inviting learning environment.
- Plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the individual child and the group on an ongoing basis.
- Open and close each day with the prayers provided. Have children join in a prayer before snack.
- Support and promote the mission and teaching of the Catholic Church through daily interactions, classroom instruction, and by modeling Christian values.

Family Communication & Relations

- Greet children in a warm and welcoming manner each day.
- Greet parents/guardians/caregiver in a warm and welcoming manner each day.
- Maintain communication with parents on a daily basis and/or when necessary via face to face conversations, memos sent home in the child's backpacks, memos on the white board outside of the classroom, or via email communication.
- Provide weekly written newsletters and/or formal written classroom emails.
- Provide a copy of the written or electronic newsletter to the director for review.
- Maintain confidentiality and handle sensitive information in a straightforward and tactful manner.
- Provide a classroom environment that encourages parent participation.
- Prepare mid-year and end-of-the year developmental child progress reports.
- Schedule, prepare for and conduct mid-year parent/teacher conferences.

Staff Communication & Relations

- Communicate directly, avoid gossip, and treat co-workers in a friendly and respectful manner.
- Delegate appropriate responsibilities to the classroom assistant.
- Work together as a team to implement a developmentally appropriate curriculum.
- Resolve conflicts in a professional straightforward manner and accept the resolution that is agreed upon by all the parties involved and/or by the director.
- Discuss written child evaluation forms with assistant teacher before scheduled parent/teacher conferences.
- Keep director informed in advance of program needs.
- Report when additional supplies are needed for the school throughout the year.
- Report all staffing and classroom concerns to director in a timely manner.
- Copy all pertinent written communications between parents and teachers to give to director for child's file.
- Report to director any special needs or problems of individual children.
- Report to director and/or follow the protocol for reporting any cases of suspected child abuse or neglect to the appropriate authorities as outlined in the staff handbook.
- Conference with director end of year and as needed throughout the year.
- Participate in ongoing development and evaluation of school's goals and objectives.

General Job Duties

- Assist director in explaining the program to visitors.
- Be familiar with emergency procedures.
- Help to maintain orderly storage. General areas such as bathrooms, storage closets, kitchen, and office should be kept neat and orderly. Return supplies and materials to the appropriate storage areas.
- Attend all monthly staff meetings.
- Participate in recommended in-service programs throughout the year as required by state regulations.
- In accordance with “team” philosophy, teachers may occasionally carry out or assist with other tasks in addition to the duties listed on the job description.
- Other duties as assigned.

Mental/Physical Demands

Caring for children can be physically demanding. Teachers may be lifting and carrying children and equipment. Teachers may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Caring for children can be stressful. Teachers must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and staff must be prepared to handle accidents and emergencies at any time. Use of standard precautions is expected in all situations.

Signatures

(Employee Signature) **Date:** _____

(Printed Name)

I certify that I have read and understand the responsibilities assigned to this position.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities required of the position.

Teacher Job Task List

Daily/Weekly Responsibilities

- Arrive by 8:30 to prepare and set the classroom up for the day.
- Utilize the information from the Delacare Regulations on maintaining sanitary conditions and hand washing procedures throughout the day.
- Sanitize the tables before school, before & after snack, and at the end of the school day in accordance with the policy from the Delacare Regulations.
- Complete daily attendance sheets and turn in to the school office at the end of each week for recordkeeping.
- Stack chairs at the end of the day so that cleaning crew can vacuum and/or mop the floors.
- Scrape and vacuum play dough spots on rug once the play dough has dried so that the cleaning crew can vacuum.
- Mop up paint spills and spot clean the rug with the Spot Bot when necessary.
- Use the Spot Bot on areas that have been soiled by body fluids.
- Spot clean walls, cubbies and furniture when needed to maintain a neat appearance.
- Empty trash cans and place trash bags outside classroom door for the cleaning staff at the end of the day.
- Clean and sanitize classroom toys in the dishwasher twice a week. Fill out Toy Cleaning Schedule and hand in to the office at the end of the year to be filed.
- Spray and sanitize toys and equipment too big for the dishwasher twice a month.
- Teachers are required to stay ½ hour after children are dismissed in order to fulfill the above responsibilities.

August Responsibilities

- Set up, arrange and decorate classroom by the designated date.
- Attend initial staff meetings and in-services.
- Send welcome notes out to the students and parents. Welcome notes serve as a teacher introduction, and to inform families about room number and Orientation time and date. The teacher may include other helpful information to ease the child's transition into the school year.
- Conduct a one-hour Orientation to begin to transition students to the school year.

Mid-Year Responsibilities

- Clean and decorate classroom in preparation of Open House for prospective students.
- Attend the Open House scheduled for a Sunday morning in January.

May Responsibilities

- Return all materials, supplies and equipment to the appropriate storage areas.
- Assist in organizing and cleaning main storage areas.
- Label shelves and furniture with room # and turn shelves and book cases toward the wall.
- Wash walls and windows.