



TITLE: Teacher Job Description

REPORTS TO: Director and/or Head Teacher

PRIMARY FUNCTION: Plan and implement developmentally appropriate curriculum and youth development activities.

KEY ROLES (Essential Job Responsibilities):

- Supervise and work as a team member with an assistant teacher to meet the needs of the children and the classroom as a whole
- Meet the emotional, social, physical and cognitive needs of each child
- Encourage assistants to contribute to curriculum planning
- Prepare and Implement weekly lesson plans using Early Learning and Developmental Standards
- Coordinate appropriate educational activities such as visitors and family events
- Complete assessments of each child's development
- Continually add to NAEYC and individual children's portfolios
- Report progress of children to parents through parent-teacher conferences
- Maintain daily open communication with parents
- Keep accident reports
- Maintain anecdotal and observation records
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Comply with the program's professional development plan
- Adhere to policies and procedures outlined in Employee and Policy handbooks
- Supervise assistants, aides and volunteers in the classroom
- Keep all appropriate records such as attendance and time sheets.
- Meet all applicable licensing regulations

SKILLS/KNOWLEDGE REQUIRED:

- Must meet State of CT requirements as childcare center worker
- Must be CPR/First Aid Certified
- Formal Education in Early Childhood Education Preferred
- Ongoing professional development in the field of child development required
- Strong communication skills, both verbal and written.
- Demonstrate organizational abilities
- Ability to build rapport with families and community members
- Must meet physical requirements of the job including the ability to lift up to 50 pounds