

# **JOB DESCRIPTION TEACHER**

## **QUALIFICATIONS:**

The person selected for this position shall be professionally prepared as a teacher of young children. This person shall be a sensitive and mature individual who is able to relate well to both children and parents.

A certificate in child care or a B.A. or B.S. degree with emphasis in Early Childhood Education is preferred. The person selected shall have six months of programmatic experience in a child care setting, nursery school, elementary school, or have child care Development Associates Credentials. (Minimum requirements require at least a high school degree.)

The person selected for this position shall speak, read, and write English fluently.

## **RESPONSIBILITIES will include, but not be limited to the following:**

### **PLANNING**

1. Planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the center.
2. Preparing the program to the needs of the individual child with concerns for his/her interest, handicaps, special talents, and individual style and pace of learning.
3. Plan, organize and guide free-choice activities, art activities, dramatic play, manipulative, story time and science activities.
4. Guide rest activities.

### **SUPERVISING**

1. Consider the individual child relationship to his cultural and socio-economical background.
2. Treat each child with dignity and respect.
3. Help each child to become aware of his/her role as an integral member of the group.
4. Implementing methods for effectively utilizing the services of classroom assistants.
5. Encouraging children to have good hygiene and wash hands.
6. Observe safety rules.
7. Organize and guide resource persons.
8. Supervise snack and meal activity.
9. Supervise bathroom and wash up activities.

### **IMPLEMENTING PROGRAMS**

1. Being responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom.
2. Assuming an equal share of joint housekeeping responsibilities of the employees.
3. Assisting with meal preparation as assigned.
4. Closing and locking of proper cabinets at the end of the day.
5. Managing a relaxed, non-chaotic classroom transition.
6. Developing interest centers.
7. Providing a balance of active and quiet activities for children.
8. Develop a friendly, supportive and mutually respectful relationship with parents.
9. Organize and guide party celebrations.
10. Use the *Creative Teaching Guide* curriculum to prepare teaching material.
11. Provide a safe environment.

**DAILY RESPONSIBILITIES**

1. Greet children and parents cheerfully.
2. Pledge the American flag.
3. Serve snacks and meals at appropriate times with blessing said before meals and snacks.
4. Prove thematic studies and circle time activities from CREATIVE TEACHING GUIDE.
5. Present the daily calendar and weather activities.
6. Provide time for arts and crafts.
7. Provide music activities including fingerplays, tapes/CD/ and creative movement.
8. Provide modeling with play-doh, funfoam, clay, etc. or use of other manipulatives such as puzzles.
9. Provide appropriate attention and affection toward all children.
10. Provide free play both indoor and outdoor.
11. Supervise nap/rest period.

**RECORD KEEPING**

1. Keeping daily attendance records and daily communication charts.
2. Documenting all accidents and illnesses occurring at the center.
3. Recognizing and reporting suspected child abuse to the center director.

**PARTICIPATING IN PROFESSIONAL GROWTH**

1. Attending all staff meetings.
2. Participating in recommended training programs, conferences, courses, and other aspects of professional growth.
3. Assisting in public-relations events sponsored by the center.
4. Maintaining confidentiality about children, their families, and other employee’s personal information outside of the center.

**Statement of Understanding:** I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the company.

Date: \_\_\_\_\_ Employee’s Signature: \_\_\_\_\_

**OLD DOMINION DAY SCHOOL INC.**

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