



Teacher Job Description

General Summary:

Under the direction of the Administrator, assist in the implementation of quality care and educational services for children enrolled and attending the child care center. Classroom teachers implement the curriculum for the children, which helps them to develop socially, intellectually, physically, and emotionally in a manner appropriate to their individual stage of development. Work collaboratively with the Administrator, Child Care Associate, other classroom teachers, teacher aides, parents, and volunteers to ensure quality care and educational experiences are provided for each child enrolled and attending the center.

Essential Functions and Responsibilities:

1. Perform the functions of this position following the center's policies and procedures outlined in the employee and parent handbooks, Alaska Child Care Licensing Regulations, Alaska Early Learning Guidelines, NAEYC's Developmentally appropriate practices and code of ethical conduct.
2. As a member of a teaching team implement and follow the daily activities for children based on the written lesson plan.
3. Guide and facilitate classroom activities for the children including: individual, small group and large group activities, field trips, meals, naps or quiet times.

4. Select and arrange age appropriate equipment and materials in the classroom, ensuring it meets the individual needs of each child participating in the classroom.
5. Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to best meet the needs of the children at the time.
6. Assist children with routines including meals and personal care (diapering, toileting, hand washing, and resting) as appropriate to the age and development of each child.
7. Eat with and assist children in development of social and self-help skills, and sound nutritional practices.
8. Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained, sanitized and stored.
9. Use the playground as an extension of the classroom, assuring that the playground is safe.
10. Assist in conducting health and environment checklists as assigned.
11. Complete and submit required forms and records in a timely and accurate fashion: Logging on the app.
12. Maintain a comprehensive and ongoing portfolio assessment for each child, including observations of their social, emotional, cognitive, physical, and communication skills.
13. Use parent pick up/ drop off and parent conferences to discuss the child's individual development and progress, assist the parents in developing observation skills and solicit parent observations.
14. Meet with the Administrator to discuss the needs of children identified needing a plan of care.
15. Maintain confidentiality in all matters related to the children, families, and employees at the center.
16. Assist in routine fire and emergency drills, responding appropriately to crisis or emergency situations that may occur, including accidents or injuries, and properly document any such incidents.
17. Perform other duties, as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Additional Requirements:

1. Requires ability to use abstract reasoning, problem solving, planning, and analytical skills in: evaluation, program development, and planning.
2. Requires effective interpersonal and oral communication skills when working with families and community partners.
3. Successful experience working in a team setting.
4. Ability to present a positive image of the organization to members of the community.
5. Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
6. Experience successfully working with a culturally diverse staff, clientele and community.

Working Conditions:

1. Possible exposure to blood and bodily fluids or tissues.
2. Possible exposure to communicable diseases.
3. Job requires standing for long periods of time as well as stooping, squatting, lifting, carrying, pushing, climbing, and running.
4. Wearing protective wear such as latex gloves, a uniform, and outdoor gear is required.

ACKNOWLEDGEMENT: I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Teacher and agree to abide by the requirements set forth and will perform all/duties and responsibilities to the best of my ability.

Employee Signature

Date

Printed Name