West Chester Cooperative Nursery School

West Chester Cooperative Nursery School Teacher Job Description

The teacher's role in our cooperative preschool program requires working closely with both the children and their parents. The classroom teacher provides an environment for children to grow emotionally, intellectually, socially, and physically. The teacher also provides the parents with direction and serves as a model for working with young children. Each WCCNS teacher will be required to perform within the teacher position guidelines, as described here, in the teacher contract and in the employee handbook. The following guidelines are meant to expand upon the school's simple philosophy of creating a happy, social environment for the children, encouraging individual development and parental involvement.

Teacher Openings: (available individually or combined)
3 Year Old Class Teacher – 9:15 - 11:45 on Tuesday and Thursday Mornings

- Teacher will be available 20 minutes before and after class each day
- Teacher will have 20 minutes of planning time per week in addition to class time

4 Year Old Class Teacher – 9:15 – 11:45 on Monday, Wednesday and Friday Mornings

- Teacher will be available 20 minutes before and after class each day
- Teacher will have 60 minutes of planning time per week in addition to class time

A. Qualifications

- Preferred: Experience teaching in a play based curriculum. Masters or Bachelor's Degree in Early Childhood Education or related field and 3 years teaching children in a school setting, or equivalent. Some management or supervisory experience. State background checked and fingerprinted.
- Minimum: Experience teaching in a play based curriculum. State background checked and fingerprinted.

B. Be flexible and creative in schedule to meet children's needs and to enhance social and communication skills.

- Be willing to adapt each day's schedule of activities and allotted times to the interest level and participation of the children.
- Select the variety and frequency of the field trips appropriate for each age group.
- Provide a variety of appropriate and stimulating activities for children in areas of science, math, development, etc.
- Be alert to the children's needs.

SPECIFIC TASKS:

- Teach class sessions as specified in the contract.
- Develop daily lesson plans for each class, which will be available in the classroom.

- Prepare a display (calendar or display board) to be posted to inform parents of planned daily activities.
- Coordinate planning of field trips for each class.
- Plan and conduct Carnival Day and Fall/Spring Dad's Night with the appropriate committee Chairs adhering to the budgets for each event.
- Attend any "All School Event" scheduled.
- Monitor classroom supplies and equipment, recommending purchases as necessary to the Board.
- Be responsible for the Teacher Supplies and Field Trip expenditures, within budgets approved by the general membership.

C. Provide adequate and equitable guidance and discipline for children.

- Maintain calm and patience at all times.
- Make a "few good rules" and consistently enforce them with all children.
- Clearly communicate classroom rules to parents and children.
- Discipline children in a manner that encourages self-respect and learning, never humiliation or shame.
- Communicate serious discipline concerns regarding children to parents and plan appropriate consequences cooperatively.

SPECIFIC TASKS:

- Be open and accessible for discussion with all parents.
- Follow all discipline procedures, as outlined in the Handbook, or as adopted by the Board, should serious discipline problems arise.

D. Be an appropriate model for the children.

- Promote creativity, curiosity, and individual thinking.
- Possess satisfactory personal habits, dress and hygiene.
- Use appropriate language.
- Maintain good attendance.

E. Interact with the children in a positive manner, promoting self-esteem and individual growth.

- Speak with children individually as much as possible during the classroom session.
- Use children's names and speak directly to them at eye level.
- Utilize accepted early childhood techniques when interacting with children (e.g. positive commenting, following the child's lead and appropriate attention)

F. Work in partnership with parents in children's social and education experience, using parent's as valued resource.

- Know parents' special abilities and utilize these in the classroom.
- Accept, evaluate and, wherever feasible, implement curriculum suggestions from parents (when developmentally appropriate and in the children's best interest).
- Provide parents with training in classroom philosophy and procedures.
- Serve as an appropriate role model for parents when working with children.

SPECIFIC TASKS:

- Plan and conduct classroom orientations (workshops) to train participating parents prior to the start of each school year.
- Make classroom parents aware of each day's activities and goals and direct their participation.
- Write a monthly communication to parents about upcoming activities.
- Plan and conduct a minimum of two parent guidance meetings each school year to discuss curriculum ideas and issues, and to provide general child development information.
- Schedule conference days for parents to have the opportunity to meet individually with the teacher to discuss their child's progress.

G. Work cooperatively with the WCCNS Executive Board and fellow staff members and comply with all Ohio regulations pertinent to being a teacher at the nursery school.

- Confer with the President as required and/or necessary on classroom or job issues.
- Keep the Board apprised of progress or problems in the classroom through regular reports at Board meetings.

SPECIFIC TASKS:

- Attend scheduled staff meetings.
- Attend monthly board meetings as a member of the WCCNS Board.
- Abide by the rules and regulations of the school as defined in the by-laws.
- Provide input as necessary in the planning and/or presentation of mandatory parent meetings and the Annual Open House. Attends and participates in meetings as appropriate.
- Attend 6 hours of appropriate professional development courses to advance knowledge in early childhood with prior Board approval for cost reimbursement.
- Complete a Red Cross first aid course, prevention of child abuse course and recognition of communicable disease course, recertifying as deemed necessary by State regulations. (NOTE: these courses do not count towards professional development hours)
- Furnish upon initial employment, and at any required interval as mandated by State regulations, a satisfactory report of medical examination, including TB test and proof of having had measles, mumps, rubella vaccines (or the MMR vaccine).