



Universal Job Description Teaching Staff

The teachers are responsible for the care and education of a group of children as a collaborative classroom team. The teachers oversee, promote and encourage the volunteers and parent involvement in the classroom. The teachers create an environment and learning opportunities that inspire the children to grow, inquire and feel safe. The teachers seek to reach all children on their current developmental level, scaffolding their understanding to make connections with the world and environment around them.

Responsibilities and Expectations:

Physical:

Must be able to assume postures in low levels for physical and visual contact with children.

See and hear well enough to keep children safe inside and outside.

Lift or push a minimum of fifty pounds using safe lifting practices.

Able to work indoors or outdoors in all seasons of weather.

Physically able to use iPad with basic proficiency.

Classroom:

Establish and maintain an environment for children, which is safe, stimulating and appropriate for their developmental level.

Be responsible for the appearance, décor and learning environment of the classroom (including set-up that is inviting for the children each morning).

Create learning experiences that relate to the interests of the children following our Reggio philosophy.

Promote healthy eating practices and habits through family style dining in older classrooms.

Positive interactions and tone with children dividing attention appropriately between all children.

Support emerging literacy and language development in response to each individual child's interest through whole language experiences.

Incorporate Spanish whenever possible within the classroom utilizing books, CDs, and translation cards.

Discuss progress with parents, respond to parent concerns and design individualized support.

Participate in parent conferences when scheduled (also as you see fit) and utilizing a follow up as needed.

Participate in planning and running large group and small group activities.

Creating classroom provocations to engage children's learning.

Keep classroom sanitized following the disinfecting schedule including disinfecting of all toys and soft surfaces daily.

Classrooms must be well-kept (including no food on floors) and presentable for all visitors and families at all times.

Uphold all state mandated licensing rules at A & B

Documentation:

Complete paperwork daily and weekly required for state licensing, A & B and other reporting agencies (including daily child sheet, weekly activity overview, name to face, and weekly attendance).

Assess children's learning and monitor progress with CorAdvantage standards (reported/submitted quarterly) and ASQ-3/ASQ-SE in the fall and spring.

Keep written observations and documentation for each child to complete their CorAdvantage assessments or behavior concerns.

Maintain daily email communication with families focusing on positive interactions and daily postings on Edmodo.

Create documentation around the classroom to make learning visible for families.

Professionalism:

Promote Above & Beyond's high standards of quality early childhood education utilizing your education and experience to enhance the school and children's growth.

Maintain flexibility and consistent expectations with all staff.

Maintain confidentiality regarding staff, families and children at all times.

Be positive, respectful and professional at all times to children, families, and other staff.

Attend in-services, staff meetings and keep training hours up to date (24 hours per calendar year).

Maintain open lines of communication with parents.

Maintain open lines of communication with co-workers including discussing challenges and questions of different teaching styles.

Follow ALL dress code guidelines.

Arrive ready to work at scheduled time (not just entering the building at that time).

Illnesses cannot be avoided, please provide as much notice as possible since same day changes can be difficult.

As a teaching school, you are a mentor for student teachers, volunteers, and other staff. You must model our philosophy and values.