

## TEACHER'S JOB DESCRIPTION

The teacher is responsible for the supervision and management of a classroom in accord with the goals and curriculum plan of Ward's Chapel Preschool. The principal duties of the teacher include develop action plans, carry out activities on a daily basis, evaluate the effectiveness of child development activities, supervise staff assigned to assist in the classroom, ensure the safety and physical well-being of the children, maintain regular communication with parents, and contribute to the effective operation of the center's overall program.

Accountability: The teacher reports to the child care center director.

### Education and Experience Qualifications

- Be at least 20 years of age with a high school diploma
- Bachelor's degree in Early Childhood Education preferred
- Must have successfully completed six semester hours or 90 clock hours in Early Childhood Education
- Must have completed MSDE Developmental Screening Tools training
- Must complete MSDE Americans with Disabilities Act training
- Must complete MSDE Health & Safety training
- CPR/First-aid training required
- Must have completed one of the following:
  - one year of experience working under supervision primarily with preschoolers in a licensed child care center or one year of experience as a registered family day care provider caring for preschoolers
  - One year of college or a combination of experience and college that together are equivalent to one year
  - Be at least 19 years old and hold an associate in arts degree in early childhood education
- Must meet minimal Maryland State Department of Education, Office of Child Care, requirements. See more information at <http://www.dsd.state.md.us/comar/comarhtml/13a/13a.16.06.09.htm>

### Responsibilities

- Plan and conduct an effective child development program to meet the physical, social, emotional, and intellectual needs of each child. This is done based on the goals and general curriculum plan of Ward's Chapel Preschool.
- Ensure that routines are carried out in a manner that is prompt, hygienic, and consistent with good child development principles. This includes routines related to toilet training, hand washing, eating, resting, and transitioning between activities.
- Ensure the children's safety through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures.
- Operate the classroom in compliance with all licensing standards, paying particular

attention to ensure that standards prohibiting corporal punishment are obeyed.

- Provide supervision to all staff assigned to the classroom and include staff in planning assignments.
- Create a pleasant, inviting classroom atmosphere in which children feel comfortable and secure.
- Provide positive guidance to help children develop self-control.
- Provide experiences that promote individual self-expression in conversation, imaginative play, and creativity.
- Provide a variety of language stimulation activities.
- Provide experience involving thinking skills such as generalizing, classifying, sorting, and problem solving.
- Provide a variety of opportunities to help children develop and sustain appropriate relationships with others.
- Ensure that parents receive adequate information about their children's experiences at the center through daily contact and regularly scheduled parent conferences.
- Maintain written records designed to evaluate each child as well as the class as a whole.
- Contribute to the operation of the center by participating in staff meetings and sharing information gained through attendance at workshops and professional reading.
- Work as a member of a team to ensure continuity of curriculum and a high standard of quality in all classrooms in the center.
- Perform other duties as required.

### Physical Demands

The employee is intermittently walking, standing, sitting, bending, lifting, and climbing up and down stairs frequently. The employee must talk frequently and hear. Children must occasionally be lifted (weights ranging from 20-70 pounds). Supplies and/or materials are purchased and carried into the school. Occasionally, furniture is moved. The physical demands described here are representative of those that must be met by an employee to perform the essential duties and responsibilities of the position successfully. Requirements may be modified to accommodate individuals with disabilities

### Personal Qualities

An employee of Wards Chapel Preschool must:

- Express a commitment and a desire to maintain a Christian atmosphere, modeling Christian values, both in and out of school.
- Have a warm, supportive attitude toward children.
- Be reliable.
- Be flexible in receiving assignments or adapting to changes in the program.
- Be willing to accept supervision in order to improve work performance.
- Maintain strict confidentiality with regard to staff, parents, and student concerns.
- Model professional behavior to assistants and anyone coming into the school.