



Phyllis Wheatley
Community Center

Job Description

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| Incumbent: | |
| Job Title: | Teacher |
| Classification/Grade: | Non-exempt |
| Reports To: | Mary T. Wellcome Director |

Position Purpose: This position is responsible for providing a safe, secure, and stimulating environment with developmentally appropriate activities for children enrolled in the Mary T. Wellcome Child Development Center program and ensuring constant supervision of children.

Key Result Areas and Essential € and Secondary (S) Functions:

(10%) Maintain accurate records as required by agency guidelines to comply with state licensing, education plans, and federal performance standards.

D/E Keep daily notes reflecting health issues, behavior issues, how the day went, and accomplishments and/or areas of focus.

D/S Complete attendance records, meal count, health checks, and accident and illness reports.

P/E Participate in parent-teacher conferences.

(50%) Provide opportunities to promote learning in the areas of social/emotional, motor, cognitive, and creative development to help each child develop to his/her full potential.

W/D/E Set up classroom environment based on the Creative Curriculum to promote age-appropriate development of the children.

W/D/E Develop and implement weekly lesson plans based on Creative Curriculum and age-appropriate skills of children.

P/D/E Plan appropriate field trips.

W/D/E Conduct activities for both small and large groups and self-selected learning.

W/D/E Provide one-to-one learning opportunities for children based on their level of development.

(20%) Provide a safe, stimulating, healthy, and nurturing environment to provide all children with a positive experience.

D/S Maintain daily cleaning responsibilities.

W/D/S Clean and disinfect toys daily.

D/E Conduct daily safety inspections of play areas, ie classroom, playground, parks, etc.

P/S Create a positive climate in the classroom by regularly changing displays to reflect the season, current themes, and holidays.

D/S Instruct children in appropriate use and storage of materials.

(10%) Supervise children to ensure high-quality care.

D/E Act as a positive role model.

D/E Intervene during conflicts between children if necessary.

D/E Teach children appropriate conflict resolution skills.

(10%) Make referrals based on the needs of the children when necessary.

D/E Observe children's behaviors and development daily.

D/E Consult with necessary individuals, i.e. parents, therapists, counselors, social workers, public schools, teachers at other programs, Child Protection, etc.

D Provide coverage in other classrooms as needed.

Job Qualifications

Minimum Education and Experience required

High school diploma or G.E.D.

24 credits, Pre-K License or CDA

One-year experience as a teacher or assistant teacher in a child care setting.

Knowledge, Skills, and Abilities

- Ability to model behavior consistent with the PWCC mission
- Knowledge of pluralism and diversity issues
- Ability to effectively communicate and work with all people
- Knowledge of child development from six (6) weeks to six (6) years old.
- Knowledge of sanitation/cleaning techniques

- Skills in promoting and managing appropriate behavior in children to ensure a safe environment
- Knowledge of developmentally appropriate practices for developing lessons and managing a classroom
- Ability to plan and implement developmentally appropriate lessons
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner
- Ability to communicate effectively and persuasively in oral and written communication on an interpersonal or group level
- Knowledge of health and safety precautions and emergency responses.
- Ability to work, daily, with a wide range of children and maintain a positive, creative, and patient demeanor
- Knowledge of appropriate intervention and guidance techniques to ensure classroom control and safety
- Ability to work effectively as a member of a team to accomplish program goals
- Ability to effectively communicate with children, parents, staff, and other organizations
- Ability to provide a comfortable, confidential, and supportive atmosphere for children and their families

Working Conditions

This position requires a high level of physical movement to care for children. Activities include bending, crouching, kneeling, crawling, running, and ability to lift a child up to 60 pounds.

Ability to work effectively in an environment providing multiple services to a culturally, socially, and economically diverse clientele.

Ability to work in an environment that requires the use of a personal computer, telephones, and other technical apparatus 10% of the time; ability to perform repetitive motion of the fingers, hands, and wrists.

The above statements are not intended to encompass all functions and qualifications of the position, rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.