



Teacher

Classification: Non-exempt
Status: Full-time
Reports to: Center Manager
Location: Early Childhood Education Center

JOB DESCRIPTION:

Summary/Objective:

This position provides a learning environment for enrolled children based on sound developmentally appropriate practices, adheres to health, safety, and nutritional procedures, and encourages inclusive parent and volunteer involvement in the child's education.

Essential Functions:

Developmentally Appropriate Practices:

- Develops and implements lesson plans based on the Agency's Unit and Theme Calendar that emphasize the eight domains of learning and the Early Childhood Education Mandated Child Outcomes.
- Provides a daily program which balances adult and child-initiated activities in both large and small group, indoor and outdoor play, and timely and predictable transitions.
- Provides opportunities for creative self-expression through the use of art, music, movement, and dramatic play.
- Supports the individual learning and development of each child by providing an environment which offers developmentally appropriate equipment and materials.
- Completes the Agency's selection of developmental and behavioral screenings within 45 days of a child's enrollment in accordance with Performance Standards.
- Completes on-going assessments as determined by the agency; to develop a variety of strategies which will promote and support children's learning and developmental progress.
- Makes appropriate referrals based on screenings and on-going assessments.
- Follows the child's Individual Education Plan to be inclusive of children with disabilities.
- Supports the social and emotional development of each child by building trust, fostering independence, encouraging self-confidence, and supporting positive adult and peer relationships.
- Encourages positive guidance by setting clear, consistent limits, and having realistic expectations.
- Completes Average Daily Attendance records on a daily basis.
- Contacts parents of an absent child on first day of absence with a referral regarding additional assistance if contact is not made by day two of the absence.
- Supports the home language, culture, and family composition of each child through the creation of a culturally and linguistically appropriate classroom.
- Plans appropriate field trips that adhere to the recommendations and requests procedures developed by the Agency.
- Creates a Substitute Guide includes class lists, supplemental activity guides, outlines of daily schedules and transitions, and the location of all emergency evacuation and contact information.
- Follows the Agency's educational timeline.
- Makes timely requisitions for health, safety, and classroom supplies.
- Maintains all necessary records and documentation.
- Collaborates and mentors the assigned assistant teacher with the daily classroom responsibilities.

Health, Safety, and Nutritional Procedures:

- Practices and model the Agency's sanitation and hygiene procedures which include but are not limited to: hand washing, the cleaning and disinfecting of toys and furniture, and providing children with space to place personal belongings.
- Complies with the Agency's policies regarding blood borne pathogens in order to adequately protect children and staff.
- Ensures that emergency information for each child is current and that files are updated on a regular basis.
- Follows the Agency's approved policies regarding temporary exclusion and physician notification of diagnosis.
- Practices the Agency's approved policies regarding medication administration and storage.
- Practices sound dental hygienic practices by providing daily opportunities for children to brush their teeth in a hygienic and supervised environment.
- Provides an indoor and outdoor environment that is supervised in accordance with Child Care Administration standards and is free of environmental and physical hazards.
- Complies with the Agency's approved Child Abuse and Neglect Reporting policy.
- Posts in designated areas emergency evacuation procedures, health alerts, and emergency contact information.
- Responds to emergency situations by implementing Agency's outlined procedures.
- Responsible for the Implementation the Agency's approved Food Policy.
- Supervises the nutritional aspects of the program by assisting children with "family style" meals, sitting with children during designated meal times, talking with the children during the meal/snack time and appropriately scheduling meals into the daily schedule.
- Serves all food that is on the planned menu in accordance with the Agency's and Maryland State Department of Education nutritional requirements.
- Supplies Agency purchased food replacements for children with specific and physician documented dietary needs.
- Incorporates nutrition and related topics into daily activities and lesson plans.

Parent and Volunteer Involvement:

- Invites parents to become an integral part of the program, by providing opportunities for parents to participate in classroom and Agency activities.
- Encourages parents to provide information regarding their child by scheduling and conducting two home visits and two parent and teacher conferences throughout the year.
- Assists parents with transitioning from one Early Childhood Education classroom or from the Early Childhood Education to kindergarten.
- Participates in the creation of newsletters which will highlight classroom activities and upcoming events.
- Participates in weekly home learning assignments for the child to complete with parental assistance based on the child's individual needs.
- Communicates on a regular basis in a professional and respectful manner with parents and guardians.

General Responsibilities:

- Be a positive role model by maintaining the highest level of professional and ethical behavior throughout your interactions with both internal and external customers. Uses technology for the completion of specified job duties.
- Attends work regularly per assigned work schedule and in accordance with Agency policy.
- Attends and participates with in-service training, staff meetings and other activities to facilitate professional development.
- Complies with all the Early Childhood Education Performance Standards and Maryland State Department of Education Accreditation Standards.
- Works cooperatively with others including all staff, supervisors, administrators, co-workers, community professionals, clients, vendors and the public.
- Follows instructions and abides by Agency policies and procedures.
- Assumes other duties, responsibilities and special projects as assigned.

Secondary Functions:

- Works cooperatively and effectively with Agency volunteers maximizing the volunteers' experience while meeting the needs of the programs.
- Assists the Agency in obtaining community partners and volunteers to assist in varied capacities throughout the Agency.



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- Participates in the training and supervision of program volunteers.
- May be required to use your own personal vehicle to fulfill your job related responsibilities.

Education, Experience and Knowledge:

- Must hold an associate or baccalaureate degree in Early Childhood Education
- Must have MSDE credentialing of at least a level 4
- Demonstrated knowledge of classroom management, lesson planning and age-appropriate instructional strategies targeted for pre-school age children.
- One year of experience in an educational program with 3 to 5 year old children. Early Childhood Education experience is preferred.
- Must possess a valid Maryland driver's license and access to a reliable vehicle during work hours.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- ✓ Ability in work in a classroom environment.
- ✓ Ability to communicate on the telephone.
- ✓ Ability to read, writes, comprehend and speak English.
- ✓ Ability to complete tasks with numerous interruptions.
- ✓ Ability to work with little to no direct supervision.
- ✓ Ability to sit for long periods of time.
- ✓ Ability to walk up and down stairs.
- ✓ Ability to lift up to 50 lbs.
- ✓ Ability to bend, lift and carry.
- ✓ Must be able to maintain a safe environment for up to 20 people. This includes, but is not limited to the physical ability to evacuate students and clients during disaster drills and emergency situations.
- ✓ Full awareness of environmental stimuli
- ✓ Full range of motion above the head.
- ✓ Ability to operate a motor vehicle.

Abilities and Skills:

- ✓ Effective decision-making and problem solving skills.
- ✓ Must be organized, flexible and dedicated to quality service delivery.
- ✓ Ability to work independently and collaboratively with others.
- ✓ Ability to prioritize and manage multiple tasks effectively.
- ✓ Proficient in technology applications.
- ✓ Ability to demonstrate compassion and respect for persons with economic challenges.
- ✓ Ability to understand basic math and work with numbers.
- ✓ Ability to type.
- ✓ Ability to use computer.
- ✓ Ability to move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety and/or the safety of others in the environment.
- ✓ Ability to analyze data and recommend action.
- ✓ Demonstrate integrity and ethical standards in job performance.
- ✓ Strong organizational skills with the ability to prioritize tasks.
- ✓ Ability to communicate effectively, both orally and in writing across all levels of the organization.
- ✓ Ability to work with sensitive information and maintain a high degree of confidentiality.
- ✓ Supervisory and staff development skills.

- ✓ Effective management skills with an ability to plan and implement systems that are student focused, outcome oriented, and ensures quality service delivery.
- ✓ Ability to provide guidance, direction and support to staff.

AAP/EEO Statement:

Community Action Council of Howard County is an equal opportunity employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

NOTE: At the discretion of the Personnel Officer, additional related experience and/or education may be substituted in lieu of the requirements specified above under Education and Experience.

Employee Signature

Date