



JOB DESCRIPTION

Job Title: Teacher

Status: Non-Exempt

Job Summary:

Under the direct supervision of the Center Director, the Teacher will be primarily responsible for carrying out (with other classroom staff) a well-balanced program of age and developmentally appropriate activities designed to meet the physical, emotional, social and intellectual needs of the children in his/her care.

Job Responsibilities:

1. Develops and implements a well-balanced program of open-ended activities, teacher directed activities, and spontaneous curriculum activities designed to support the children's social, emotional, physical, and cognitive skills.
2. Designs and maintains an environment that provides for free exploration and curiosity, and problem-solving opportunities. Responsible for the arrangement and appearance of the learning environment at all times.
3. Supervises children to ensure a safe and healthy experience for all.
4. Assumes an equal share of the joint housekeeping responsibilities.
5. Conducts classroom observations and child assessments to ensure that the program is meeting individual and group needs.
6. Makes positive contact with parents every day.
7. Assists in planning and presenting parent workshops, conferences, and orientations.
8. Maintains a professional attitude and a sense of ethical responsibility at all times.
9. Participates in visibility events as needed.
10. Participates in monthly staff meetings.
11. Participates in staff development activities.
12. Performs other duties as needed and assigned.

Requirements:

1. Knowledge and experience in developmentally appropriate practice.
2. Experience working with diverse populations in a culturally sensitive manner.
3. Strong interpersonal and professional skills.
4. Excellent customer service skills.
5. Ability to maintain confidentiality and discretion.
6. Ability to communicate effectively with staff and parents both orally and in writing.
7. Regular attendance and punctuality are essential.

Qualifications:

1. A Teacher Permit (24 units in ECE and 16 in General Education) preferred. AA in Child Development or Early Childhood Education preferred.
2. A minimum of two years teaching experience with children 0-5 years old.

Time Commitment and Compensation:

20-40 hours per week, \$14.50 - \$16.50 per hour.

Medical and Dental benefits for full-time employees; 30% employee contribution.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Physical Requirements:

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.