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## Job Description: Classroom Teacher

### Position Overview

The Teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns.

### Key Responsibilities

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards.
- Lead by example; encourage teaching team success through modeling and coaching.
- Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive, and emotional growth.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Ensure all center policies and state regulations are met.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms, and files.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Keep a clean and organized classroom.

### Additional Knowledge, Skills and Experience Required:

- Professional childcare experience. (recommended but not required)
- High energy.

- Strong oral and written communication skills and basic computer skills.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification. (if not obtained will have to be obtained once hired)
- Must clear full background check and must pass health screening.
- Patience, Flexibility and Love for Children
- Ability to meet children “where they are” and understand different behavioral needs
- Adherence with all teaching standards and safety guidelines
- Completion of all DHS requirements, including, but not limited to a background check and finger printing.
- Must be able to lift 35 lbs.
- Must be TECTA Certified (if not obtained will have to get certified within 12 months of being hired)

### **Uniform**

Providing for the safety and wellbeing of children requires a high level of physical activity. It also requires a uniform that is comfortable and functional. Our uniforms consist of: a “Kid Station T-Shirt”, solid color jeans or shorts and comfortable, closed-toes shoes. In an effort to communicate a positive image of our brand, a teacher’s appearance during a shift needs to be clean, tasteful and within uniform. Shorts need to be near the knee and uniform T shirts need to be clean and show no extreme signs of wear. Teachers are expected to arrive in uniform for each shift. Each employee will receive two new uniform T-Shirts per year and one long sleeved shirt when cold weather season starts. Any additional shirts may be purchased by the employee.

### **New hire training/Orientation**

All new hires will be required to complete the New Employee Orientation program prior to employment with Kid Station. Such program will include approximately 10 mandatory “on floor” paid training hours and at least 3 clock hours of State Department-recognized training per year. As specified by the State licensure procedures, a thorough background check, including criminal records, employment history and drug testing will be successfully completed prior to employment.