



Early Childhood Programs Teacher Job Description

MISSION

As part of the Regis Catholic Schools, our programs provide a Christian environment for children and families. Our committed early childhood professionals provide a stimulating, nurturing, early care and education experience through rich and diverse learning opportunities based on best practice.

JOB SUMMARY

The Early Childhood Teacher will provide supervision, nurturing care and be able to develop and implement an educational program to groups of young children.

PHYSICAL REQUIREMENTS

- Must be able to sit on the floor to interact with children.
- Must be able to lift at least 25 lbs.

ELIGIBILITY CRITERIA

Bachelor of Science Degree in Early Childhood Education or closely related field, Child Care Services Degree, CDA Credential in Early Childhood/Child Development or 80 hours of coursework in the early childhood education field.

GENERAL RESPONSIBILITIES

- Support the program's mission, philosophy and policies in both word and action.
- Display a professional and positive image of the program by greeting parents, children and visitors warmly.
- Complete and maintain required written records and reports, including lesson plans, child portfolios, attendance sheets, ratio sheets, etc.
- Supervise children at all times.
- Be punctual and reliable in attendance.
- Promote and maintain a safe and healthy environment for young children.

RESPONSIBILITIES WITH PARENTS

- Develop a partnership with parents based on trust and supportiveness. Listen and respond to parent's needs. Always be tactful when giving negative or sensitive information.
- Provide information to parents through monthly newsletters and/or daily notes.
- Communicate with parents about their child, not other children.
- Conduct parent/teacher conferences twice per year.

CURRICULUM AND LEARNING ENVIRONMENT

- Incorporate Christian values within the classroom environment and the curriculum.
- Provide a curriculum based on developmentally appropriate practices to promote the cognitive, physical, and emotional development in young children. This curriculum will be balanced between child-initiated and teacher-initiated play-based activities.
- Prepare and implement weekly lesson plans. These lesson plans will be posted and include hands-on experiences in creative art, language, music, dramatic play, pre-math, pre-science and sensory.
- Plan and conduct smooth and unregimented transitions, minimizing waiting time for children.
- Be respectful towards children and use positive guidance techniques when needed.
- Observe and record children's developmental and educational progress.
- Design and maintain an appropriate classroom arrangement that is functional, age appropriate, inviting, clean and organized.

INTERPERSONAL SKILLS

- Maintain a professional attitude and loyalty to the organization at all times.
- Maintain confidentiality at all times.
- Work cooperatively in a team approach in order to reach the common goals of the program.
- Remain calm and positive in stressful situations.

PROFESSIONAL DEVELOPMENT

- Attend and participate in monthly staff meetings and in-service training.
- Complete the amount of hours of continuing education as required by state licensing.
- Maintain CPR certification.

REPORTS TO:

Administrator, Director and Assistant Director

Employee Signature

Date