**Job Title:** Early Childhood Teacher

**Job Function:**

1. Plans, prepares and maintains a nurturing children’s learning environment.
2. Maintains curriculum standards and child assessments.

C. Interacts with children and supervises their play and daily learning objectives.

D. Stimulates self-esteem in each child.

E. Reports to parents on classroom activities.

**Job Qualifications:**

A. Appropriate degree required by State Licensing Dep’t.

B. Passion for children and ability to relate to them.

C. Interest in parents and an appreciation of their role as educators in the home. Ability to work with families from all walks of life.

D. Teaching skills:

a. Knowledge of early childhood development.

b. Knowledge and skill in early childhood assessments.

c. Positive classroom management.

E. Personal Qualities:

a. Positive attitude and outlook, organized, creative and resourceful, team player.

b. Optional: Spanish, Somali, French or Amharic speaker.

c. Optional: Willingness to participate in the Calvary Church Community on occasion.

**Job Responsibilities:**

1. Strong knowledge of the Whittier Wildflowers philosophy, goals, curriculum and student assessment procedures.
2. **Works as a team member:**
	1. Teachers collaborate in age specific groups to ensure curriculum standards are met.
	2. Teachers meet regularly to discuss interests and needs of the children and adjust learning objectives accordingly. (KWL chart).
	3. Helps create welcoming environment:
		1. Learning centers and bulletin boards changed with theme monthly.
		2. Room prepped and learning activities ready upon children’s arrival.
	4. Direct volunteers who are helping in the classroom.
	5. Attends monthly staff and in-service meetings.
	6. Utilizes continuing education opportunities.

**Classroom management:**

* 1. Awareness of individual needs.
	2. Facilitates socialization skills, independence, and problem solving.
	3. Sets limits in children’s environment.
	4. Assists children during clean-up to help them understand the concept of responsibility and respect for property.
	5. Helps prepare and serve nutritious snacks for children.
	6. Provides for the safety and health of the children by following DHS rules and standards.
1. **Family Relationships:**
	1. Establishes consistent communication with parents and caregivers.
	2. Conducts formal conferences with written assessments twice a year.
	3. Suggests and teaches parents ways to interact with their children.
	4. Attends Family Fun Night’s and other events to foster relationships with families.
2. **Daily Duties:**
	1. Arrive at 8:30 a.m. and set up classroom for children’s arrival. Provide a variety of child directed activities. The room should “scream” fun! Create a warm and welcoming atmosphere.
	2. Circle time/Morning Meeting:
		1. Share about the activities for the day.
		2. Introduce some curriculum (calendar, weather, letters, numbers…)
		3. Bring your ***“Mary Poppins bag”*** - Each teacher must have a basket/bag/box that is used for creative teaching. Bring items from home that are theme/virtue related to share and make circle time come alive for the children.
	3. Large Muscle/Gym time:
		1. Include both free play and an organized game or activity each day.
	4. Cleaning:
		1. Daily clean-up of your classroom is expected.
			1. Tables, counters and sinks sprayed & cleaned.
			2. Mist toys with bleach spray solution.
			3. Clean “mouthed” toys that were placed in bin.
			4. All toys, including gym toys, put away neatly.
			5. Everything picked up off the floor.
			6. Clear out cubbies for the next day.
			7. Put away chairs as instructed by the church.
		2. All rooms should be organized for church use on Wednesday nights and Sundays.

**Program Administration:**

1. **Communication with office:**
	1. Check emails and files daily.
	2. Student attendance records submitted on last day of the month.
	3. Time sheets turned in by the 3rd of each month.
	4. Check communication bucket at sign-in area daily and place items in appropriate place.
2. **Communication with families:**
	1. Newsletters and calendars sent by email 1st of each month.
		1. Each team or individual teacher will write a newsletter to be sent out via email and in print. Include theme and virtue, the activities you will be doing and the skills associated with those activities, ideas for the parents to work on at home and any reminders that are pertinent for your age group/classroom.
		2. Keep it informative and friendly.
	2. Communicate regularly with each family - daily notes (2’s) or weekly notes (3’s & 4’s).
	3. Communicate important reminders as needed – verbally, written or email.
	4. Prepare written assessments and hold in-person conferences with parents twice a year.
	5. Provide volunteer opportunities and sign-ups for volunteer chaperons for field trips, in classroom, etc.

**Accountability:**

A. Mid-year review and end of year formal evaluation by the Coordinator.

B. Functions well as a team member.

C. Arrival time and Hours:

a. ALL TEACHERS ARE EXPECTED TO ARRIVE AT 8:30 a.m. with projects ready upon arrival.

b. School day begins promptly at 8:30 a.m. and ends at various times depending on teachers’ roles, either 12:30 after morning program, 1:30 after lunch bunch.

c. Attend staff meeting the 2nd Monday each month (or as scheduled).

d. Each staff member is responsible for keeping track of her own hours, including classroom hours, prep hours and any additional planning time that has been cleared by Coordinator.

 D. Keep your own counsel.