

COMMUNITY ACTION Alger Marquette Job Description

TEACHER

Supervised By: Education Coordinator/Mentor
Supervises: Directly supervises classroom staff including Teacher Assistant Classroom Aide, other classroom workers and volunteers.

Primary Purpose:

Under the general supervision of the Education Coordinator, the preschool teacher is responsible for providing responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with HSELOF. The teacher ensures the curriculum and assessments are implemented to fidelity, and uses data-informed decision making to provide individualization. This position directly supervises the Assistant Teacher, and classroom aide and/or volunteers as applicable. The teacher works to create a successful team in the classroom, and coordinates with other service area staff to meet the needs of the individual families and children assigned. As a front line representative of CAAM Early Childhood this position holder is required to ensure the safety and security of children and families that he/she comes in contact with and represent the agency values and mission. .

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops and implements daily lesson plans for the class as a whole, as well as for individual students, based on daily observations concerning cognitive, social, emotional and motor abilities.
2. Plans and oversees the entire range of classroom activities including large and small group time, meal time, language activities, music, drama, work time, outdoor large motor and other learning activities. Encourages and guides students through the learning process.
3. Periodically provides formal assessment of each child's health needs, emotional maturity, cognitive development, and social and psychological growth. Maintains records on each child's progress and creates individual action plans for the entire range of developmental areas.
4. Participates in classroom set-up, take-down and clean-up, and may coordinate and assist in building maintenance with central office. Maintains classroom supplies according to established procurement procedures.
5. Communicates regularly with Bus Drivers to address student needs and to assist in arranging field trips.

6. Communicates regularly with parents to enhance participation and maintain involvement.
7. Conducts home visits and other parent conferences to discuss individual progress, address parent or teacher concerns, and instruct on home-based developmental activities. Assists with various issues as appropriate, and makes referrals to central staff as needed.
8. Recommends personnel actions including hiring, promotion and termination to administrators relative to classroom staff. Trains, assigns work, evaluates performance, and otherwise supervises classroom staff and volunteers. Schedules substitutes as needed and indirectly supervises others as assigned.
9. Establishes and maintains positive relationships with parents, students, community contacts, other agencies or service providers and other interests.
10. Keeps abreast of new teaching techniques and current issues through continued education and professional growth. Attends staff meetings, in-service training, professional conferences, workshops or seminars, and other activities as appropriate.
11. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include a Bachelor's degree in Education with a current Michigan Teaching Certificate with a ZA/ZS endorsement or a Bachelor's or Associate's degree in Early Childhood Education or in Child Development with a specialization in pre-school teaching.
- Current CPR and First Aid certification.
- Thorough knowledge of early childhood development and related principles, practices and techniques of fostering social, cognitive, motor, and emotional development.
- Considerable knowledge of the professional teaching approaches to lesson plan development, curriculum implementation, and general classroom management.
- Basic knowledge of standard office equipment and classroom implements such as audio/visual equipment, digital cameras and computers.
- Skill in assessing student performance, abilities and progress, and constructing individual work plans to achieve developmental goals.

- Skill in effectively communicating ideas and concepts orally and in writing in both a classroom and home-based setting.
- Ability to effectively manage a classroom staff and volunteers, coordinate multiple workloads, and objectively evaluate employee performance.
- Ability to maintain accurate records and provide thorough reports.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with students, parents, other employees, community contacts, and others.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Ability to travel to other locations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is typically in classroom setting where they are regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move objects of light to moderate weight. Specific vision abilities required by this job include close vision and distance vision.

The noise level in the work environment can range from quiet to loud.

Sign _____

Date _____