



Children's Aid & Family Service

An Affiliate of the Seven Hills Foundation

JOB DESCRIPTION # 42.4

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Teacher

REPORTS TO: Classroom Lead Teacher

BASIC FUNCTIONS: The Teacher's responsibilities are to:

- Supervise and maintain a developmentally appropriate, nurturing, and safe environment
- Assist the Lead Teacher
- Implement a full day preschool program that adheres to current early childhood principles and that complies with the standards of the Massachusetts Office for Child Care Services
- Respect individualism and independence
- Maintain respect from the students
- Practice the agency's Core Values of CARE
- Set and Achieve positive goals which better the community

SCOPE:

The Teacher is responsible to assist in the supervision and management of a classroom environment that adheres to current Early Childhood Principles and complies with the standards of Massachusetts Office for Child Care Services or successor organization.

The Teacher will foster a developmentally appropriate, warm, nurturing, safe, and caring environment for children where individuality and independence are respected.

CAFS' Lead Teachers shall practice the agency's Core Values of CARE (Collaboration, Accountably, and Respect for Everyone). The Lead Teachers will practice these values each day in everything they do—whether it is dealing with the children, parents, customers, clients, patients, or colleagues. Lead Teachers shall also set goals and achieve them in order to better serve the community.

QUALIFICATIONS:

- Must be at least 21 years of age and meet one of the following sets of requirements for education and experience:
 - A) Have successfully completed three credits in category Child Growth and have nine months of work experience or one practicum
 - B) Have a Child Development Associate (CDA) Credential
 - C) Have graduated from a two-year vocational program in early childhood education, approved by OCCS for both the education experience requirements and have been evaluated by the program instructor
- Demonstrated ability with young children from a variety of cultural and socioeconomic backgrounds in a caring, consistent, and enthusiastic manner

- Complete Red Cross First Aid Training within six months or hire and renew every 3 years
- Complete CPR Training every year
- Physical examination required every two years

SCHEDULE: This is a full time position with hours to be determined by programmatic needs.

RESPONSIBILITIES/OBJECTIVES:

- Provide children with a safe, loving, and nurturing environment
- Participate with interest, enthusiasm, and motivation in the program's activities and provide positive interactions with the children that will meet their needs
- Carry out appropriate and positive discipline requirements as established by the Lead Teacher that reflects program philosophy, encourages each child's uniqueness, allows for individual differences
- Maintain a room arrangement that is safe, inviting, interesting, and stimulating
- Work as a supportive member of a team to provide the best possible care for young children
- Prepare and implement, with the Lead Teacher, weekly lesson plans and activities
- Perform classroom record keeping functions
- Be sensitive and responsive to parents
- Attend all staff meetings
- Assume responsibility for the classroom in the absence of the Lead Teacher
- Adhere to all agency and program policies and procedures, i.e. confidentiality, release of children, discipline, recognizing and reporting abuse, transportation, etc.
- Develop skills and increase knowledge of child development and early childhood programming through attendance of twenty clock hours of workshops of which five hours must be in the category of Special Needs in young children
- Take on assignments as designated outside the classroom for the benefit of the center as a whole (i.e. bus monitor, housekeeping duties, answering telephones, and relaying messages in the absence of the Office Assistant)

JOB DESCRIPTION:

The Teacher will assist the Lead Teacher in fostering a developmentally appropriate, warm, nurturing, safe, and caring environment in which a child can grow physically, emotionally, socially, and intellectually.

EXPECTATIONS:

- Maintain a safe and productive learning environment
- Obey the licensing standards
- Maintain good communications
- Provide a positive learning experience using a variety of teaching methods to better suit the character of the class

PHYSICAL REQUIREMENTS: Ability to lift up to 25 lbs. on occasion. Ability to perform primary job functions while standing or sitting for extended periods of time.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date