



Job Title: Group Teacher
Department: Preschool - MSD
Reports To: Associate Preschool Director
Classification: Full Time Non-Exempt
Effective Date: February 2020

SUMMARY:

Under the direction of the Preschool Director, the Group Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and /or preschool age children. The Group Teacher will also develop relationships with parents/caregivers to engage and encourage parent participation in the program along with being responsible for assuring compliance with codes of all States and local governing agencies; and works well with all staff members of Neighborhood House.

DUTIES AND RESPONSIBILITIES:

- Provide an appropriate classroom environment that reflects the children's learning and growth
- Develop age appropriate lesson plans using Creative Curriculum
- Prepare developmental progress reports as necessary
- Maintain ongoing and open communication with parents/caregivers
- Plan periodic parent conferences to discuss children's developmental progress, needs and interests
- Maintain accurate, complete and timely client and agency records; complete daily meal and attendance records
- Assures a healthy, clean and developmentally appropriate environment for the children
- Provides training and supervision to assistant teachers and volunteers assigned to the classroom
- Participate in regular staff meetings and training sessions
- Report all staffing and classroom concerns to supervisor

QUALIFICATIONS:

- Bachelor's Degree
- Early Childhood Education Credentials and Certification in one of the following:
P-3 or CEAS for P-3 or CE for P-3
- Minimum 1-year classroom experience in childcare (preschool)
- Bi-lingual is a plus
- Must be a team player and have a passion for teaching



Competencies

- Teamwork-Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Adaptability-Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Professionalism-Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Attendance/Punctuality-Is Consistently at work and is on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Safety and Security-Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Physical Demands and Work Environment

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasionally exposed to outside weather conditions
- Occasionally required to lift/carry items up to 30 pounds