Gretchen's House Child Care Centers

AFTERNOON TEACHER

Purpose
• To provide the center(s) with continuity and support and to cooperate in providing a warm and nurturing quality early childhood environment in which each child can grow physically, emotionally, intellectually and socially

Requirements
• A Bachelors or Associates degree in Early Childhood Education or related field preferred, but not necessary
• Personnel file must be complete and up to date
• Adheres to attendance policies at outlined in the Staff Handbook
• Ability to relate joyfully and sensitively to children, co-workers and parents
• Knowledge of children’s physical, emotional and developmental patterns
• Ability to create an atmosphere of positive and appropriate guidance
• Evidence of emotional maturity and stability
• Ability to meet the physical requirements of the position
• Evidence of sufficient judgment to handle crisis situations

Key Responsibilities

Relationships

Positive relationships with children, parents and co-workers

Children
• Greets each child daily
• Participates actively with the children
• Provides the children with a safe, loving and nurturing environment
• Demonstrates appropriate and reasonable behavior expectations
• Recognizes and makes provisions for individual needs
• Encourages children to express feelings verbally
• Encourages independence and provides opportunities to develop self-help skills
• Guides children in a positive manner
• Actively supervises outdoor play
• Supports and maintains a clean and organized environment both indoors and out
• Alert to the total group even when dealing with an individual child or small group
• Demonstrates flexibility in the classroom
Parents
- Introduces self in writing and personally to each family
- Greets every parent daily
- Shares positive stories about their child
- Positive and proactive with parents in creating a partnership
- Tolerant and considerate of individual differences among the families

Co-Workers
- Introduces self to all center staff
- Communicates clearly and directly
- Asks appropriate questions
- Shares ideas and opinions; contributes to the team
- Interacts positively; helps to accomplish team goals
- Welcomes suggestions
- Works cooperatively with other staff; shares in the care of the children, the classroom and the center

Regulations
*Helps to follow and meet licensing, NAEYC and Gretchen’s House regulations and guidelines*

Initial for receipt of Licensing Handbook, NAEYC guidelines and GH Staff Handbook

Philosophy
*Understands and implements practices that are consistent with Gretchen’s House philosophy*
- Provides *developmentally appropriate* activities and materials
- Plans and provides *play-based* curriculum and activities
- Uses an *emergent curriculum* approach
- Provides a ’*process not product*’ oriented approach
- Incorporates appropriate *cultural activities and materials*
- Uses a variety of *appropriate communication methods* with children
- Takes children *outdoors* daily
- Promotes age-appropriate *family-style dining*
- Recognizes the *unique needs of each child*
- Uses *positive methods of guidance*, primarily ~ fostering independence and cooperation and utilizing redirection and distraction
- **Partners with parents**
- Supports a *team-teaching atmosphere*
- Incorporates *clean-up and care for the center environment* into curriculum with children
Gretchen's House Child Care Centers

- Actively participates in recycling and care for the natural environment with children

Professional Development
Meets the professional development requirements of the position
- Orientation Workbook
- Gretchen's House Trainings
- Work Days (Fall and Winter)
- Staff Meetings
- Individual Professional Development Plan
- Any other as required

Professionalism
- Follows NAEYC's 'Code of Ethical Conduct'
- Is a professional member of the organization
- Holds or is pursuing a degree in the early childhood field
- Verbal and written communication is professional
- Dress and demeanor are professional
- Works cooperatively with all center staff to maintain a quality program
- Understands role in the organization as a business

Goal Setting
Works with supervisors to develop and accomplish personal professional goals on a regular basis
- Improvement: Focus on developing new skills, better approaches, or gain a new understanding; Improvement is needed to meet the basic expectations of the position
- Development: Focus on increasing aptitude or confidence in a particular area; fine-tuning an approach or understanding; Development will benefit teacher and program
- Enhancement: Taking skills or knowledge to a level of expertise; bringing creativity to the program; Enhancement is encouraged to promote excellence

Other Duties
Responsible to complete all unspecified duties not specifically outlined

Reporting Relationships
- Reports to the Head Teacher of the program
- In the absence of the Head Teacher, reports to Assistant Director or Program Director
- In the absence of Head Teacher and Assistant Director or Program Director, reports to Director
Limits of Authority

- May take action without informing when determining appropriate expectations and guidance methods for a child, and when discussing a child’s activity with a parent
- May take action but must inform when calling parents about a sick or injured child or when leaving building with children
- Must have prior commitment to change work time, take time off, or be reimbursed for purchases associated with the classroom

*All criteria will be evaluated as determined appropriate by Gretchen’s House Child Care Centers, Inc. and at the discretion of the Center Director*