Purpose

• To provide effective programming, referral services to parents and to supervise the day to day implementations of the program; 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
• Two years experience teaching in an Early Childhood setting
• 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
• Evidence of skills related to supervising other staff, students or volunteers
• 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

\[\begin{itemize}
  \item Greets each child daily
  \item Participates actively with the children
  \item Provides the children with a safe, loving and nurturing environment
  \item Demonstrates appropriate and reasonable behavior expectations
  \item Recognizes and makes provisions for individual needs
  \item Encourages children to express feelings verbally
  \item Encourages independence and provides opportunities to develop self-help skills
  \item Guides children in a positive manner
  \item Actively supervises outdoor play
  \item Supports and maintains a clean and organized environment both indoors and out
  \item Alert to the total group even when dealing with an individual child or small group
\end{itemize}\]
- 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
- Provides written feedback on the child’s day

Co-Workers
- Introduces self to all center staff
- Communicates clearly and directly
- Asks appropriate questions
- Shares ideas and opinions; contributes to the team
- Works cooperatively to provide current written activity plans
- 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
Provides regular **family group time** that is meaningful to the children
- Provides individual **portfolios** for children in family group
- Incorporates **clean-up and care for the center environment** into curriculum with children
- Actively participates in **recycling and care for the natural environment** with children
- Finds opportunities to **connect with our community**

**Professional Development**

*Meets the professional development requirements of the position*

- Orientation Workbook
- Gretchen’s House Trainings
- Work Days (Fall and Winter)
- Staff Meetings
- Curriculum Night and Parent/Teacher Conferences
- Center Potlucks
- Outside Trainings
- Center Visit
- Individual Professional Development Plan
- Any other as required

**Professionalism**

- Follows NAEYC’s ‘Code of Ethical Conduct’
- Is a professional member of the organization
- Seeks professional development opportunities
- Attends a professional conference
- 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

**Leadership**

- Models appropriate behavior and expectations
- Confer with parents who express a complaint or concern and communicate these concerns to appropriate supervisor in a timely manner
- Plans weekly activities in cooperation with other teachers and posts all plans in advance
- Appropriately supervise, train and evaluate staff, volunteers and students
- Conduct routine room meetings
- Plan for and coordinate field trips, posting schedules for parents and informing co-workers of the details
- Plan for and communicate community outreach projects
- Plan for and communicate scheduling and staffing needs
- Convey information between the administration and classroom
- Communicate classroom repair and maintenance needs to appropriate supervisor
- Maintain communication with parents through the ‘hot spot’, parent board, newsletters, conferences, reports and personal contact
- Maintain inventory of classroom supplies and coordinate the purchase of supplies and equipment within budget guidelines
- Maintain appropriate records and paperwork for children, staff and classroom, including attendance records for staff and children
- Responsible for all aspects of the classroom environment, including appropriate guidance, curriculum and overall atmosphere

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 Assistant Director or Program Director
- In the absence of Assistant Director or Program Director, reports to Director

Limits of Authority

- May take action without informing ~ assign staff responsibilities within the program, change a scheduled daily activity, change room arrangement, determine 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, change in curriculum or program, and when leaving building with children
Must have prior commitment to change work time, take time off, and to 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