

**NINTH DISTRICT OPPORTUNITY, INC.
GAINESVILLE, GEORGIA**

JOB TITLE: **Teacher - HS – Bachelor Degree**

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Instructs and supervises one classroom to provide a safe, nurturing, stimulating, enjoyable and secure learning environment in order to improve the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning; works to provide early establishment of a trusting and productive partnership for the advancement of children and families; works to ensure that all aspects of the program meet or exceed all requirements set forth in funding agency(s) regulations, other requirements as set forth by the governing agency and follows all guidelines set forth in the Personnel Policies, Procedures Manual and Operation Plan.

SPECIFIC JOB DUTIES:

1. Works cooperatively with the Center Director, Curriculum Director and all other staff members in planning for the implementation of the objectives of the program.
2. Supervises and evaluates job performance of assigned teaching assistant.
3. Develops and implements, with teaching assistant, daily curriculum plans including individualization for children.
4. Plans cooperatively with the teaching assistant the duties they are to assume in the classroom.
5. Works cooperatively with other center staff to ensure integration of services to enrolled children and families.
6. Enters accurate and timely information into program software as assigned by supervisor.
7. Ensures staff:child ratio is met at all times.
8. Continually assesses the physical, emotional and cognitive development of each child and maintains accurate, up to date records.
9. Utilizes assessment results to purposefully plan and implement activities to meet the needs of individual children and the class as a whole.
10. Assists with the cleanliness/maintenance of facilities/equipment, thereby ensuring a safe, healthy learning environment.
11. Serves as a model for children, parents, staff and community persons and conducts self professionally at all times.
12. Supervises all classroom activities ensuring the safety and well being of all children.
13. Plans, implements, and documents educational home visits and conferences to review and discuss with parents the progress and goals of their child and family.
14. Supports the social and emotional development of children.
15. Enhances parent/child relationship and supports parents' role as life-long educator of their child.
16. Assists in the development and distribution of the center newsletter.
17. Assists in the development and implementation of parent/staff training.
18. Assists in the recruitment of enrollees for the program.
19. Develops with the teaching assistant, home learning activities designed for the individual child.
20. Assists in the recruitment/training/utilization of volunteers/substitutes & completion of volunteer/substitute records.
21. Serves as advocate and spokesperson for children and families.
22. Establishes community relationships to encourage communication with other child care settings and schools.
23. Attends all staff meetings, parent meetings, IEP staffings, etc. as required by supervisor.
24. Assists in the transition of children into public school and from/to other child care settings.
25. Implements bus evacuation/pedestrian safety activities for assigned children.

26. Engages in mutually respectful goal-oriented partnerships with families to promote parent/child relationships and family well-being.
27. Makes and documents appropriate referrals to meet family goals in conjunction with the Family Partner.
28. Contacts parents of children who have irregular attendance.
29. Works collaboratively with other staff in expanding visibility of the program within the community to promote development of partnerships with other agencies.
30. Assists in evaluating the effectiveness of the service delivery system.
31. Participates in pre-service/in-service training, securing 15 hours of training/year and maintains an up-to-date list of all training received.
32. Continues formal professional development as required by agency.
33. Encourages and assists staff in obtaining AS/BS degree.
34. Serves as a resource teacher for other education staff.
35. Maintains confidentiality.
36. Follows work scheduling, attendance and reporting requirements relating to tardiness/absences.
37. Performs other duties as assigned by supervisor.

ESSENTIAL FUNCTIONS:

- Lifting and carrying up to 40 pounds occasionally.
- Push and pull up to 20 pounds occasionally.
- Standing frequently.
- Walking frequently.
- Use of hands and arms frequently.

SKILLS AND ABILITIES:

1. Ability to use correct grammar, verbally & written, in communicating effectively with adults as well as young children.
2. Ability to plan, organize and conduct comprehensive classroom activities.
3. Ability to be creative, tolerant, flexible and imaginative.
4. Ability to supervise persons and accept supervision.
5. Ability to mentor other education staff.
6. Ability to read and comprehend the English language.

QUALIFICATIONS:

1. BS degree in ECE or a related field.
2. Experience in working with pre-school age children, including those with special needs.
3. Experienced driver with valid license who has access to a vehicle that can be used on the job.
5. Knowledgeable of resources within the community.
6. Aware of the cultural and linguistic diversity of the children and families in the community.
9. Must secure an acceptable criminal records check.
10. Knowledgeable of basic computer skills and predominant software (word processing, spreadsheets, email, Internet).

Important Notes

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Head Start Director.) It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

I have read the above job description and understand that these duties will be utilized in evaluating my job performance.

Teacher Signature

Date

Printed Name

County/Work Site