

LEAD/ASSOCIATE TEACHER

Small Faces teachers are creative, dedicated, organized and enthusiastic individuals responsible for planning and implementing a quality program. Teachers have excellent communication skills with children, staff and families. They show a willingness to work as a team member within the classroom as well as school wide. Teachers show a desire to grow and learn as an education professional. They must have the personality and ability to provide leadership and stability for program continuity. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play as outlined in Small Faces Philosophy of Education.

Immediate Supervisor:

Program Supervisor

Personal Qualifications:

- Dependable, arriving on time
- Friendliness toward people
- Articulate speaker and writer, able to communicate effectively in a positive manner
- Wearing suitable and neat clothing for working with children
- Enthusiastic about being in the classroom
- Self directed
- Positive attitude
- Commitment to sustaining a culturally diverse work environment

Essential Functions:

Teaching Duties:

- Planning and implementing developmentally appropriate activities that are varied in learning styles and teaching techniques to suit all abilities and individuality.
- Assess all children a minimum of two times each academic year using Learning Stories (preschool only).

Supervision:

- Leads coordinate instructional team, which may consist of Co-Lead Teacher, Associate Teacher, Assistant Teacher, Teacher Aids, classroom volunteers and all other personnel involved in the classroom.
- Provide performance review information to the Director regarding the instructional team.

- Supervision of children anywhere in the Center, including the bathroom, gym, playground, or on a field trip
- Aiding individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.

Classroom Management:

- Maintaining a safe and enriching environment for children.
- Using Enterprise Talk, Emotion Coaching and Positive Discipline techniques to scaffold positive social skill building in children.
- Developing individual plans for children with special needs and making referrals when needed.
- Accurately maintaining classroom budget.
- Maintaining and organizing classroom supplies.
- Keeping the classroom clean and sanitized.

Parent/Family Interactions:

- Completing all necessary paperwork in a neat and timely fashion including but not limited to attendance sheets, SmugMug, blog posts, calendars and ouch reports.
- Parent conferences a minimum of two times each academic year (preschool only)
- Greeting parents and families daily
- Weekly communication with parents in person and via e-mail

Center Duties:

- Attending and chairing weekly staff meetings.
- Attending all staff workshops and training required.
- Attending all Center family functions as required.
- In an emergency disaster, employee is required to stay at work until released by an administrative authority
- Other duties as deemed necessary by the administration