



# Small Faces

Child Development Center

## JOB DESCRIPTION: LEAD & ASSOCIATE TEACHER

**Summary:** Small Faces teachers are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Teachers have excellent communication skills with children, staff and families. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

***Immediate Supervisor:***

Program Supervisor

***Qualifications:***

***Education:***

- Minimum: Has 30 hour STARS Basic training or equivalent as approved by MERIT, or willingness to obtain within 30 days of hire.
- Preferred: CDA, WA state short certificate, Montessori certification, or 20 or more college credits in Early Childhood Education

***Experience:***

- Minimum: At least one year experience with children of the same age as the assigned classroom
- Preferred: Two years experience with the age group of the assigned classroom.

***Other Qualifications:***

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/1st aid training, a clear portable background check, and continuing education hours (see WAC 110-300-0105 and 110-300-0106).
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Self-directed.
- Commitment to sustaining a culturally diverse work environment and fighting bias.
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing.
- Proficiency in oral and written English language.
- Ability to be aware of surroundings and see and hear the children, and be able to prevent or instantly respond to unsafe or harmful events.
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

## ***Essential Functions:***

### *In classroom:*

- Maintaining a safe and enriching environment for children.
- Regular, predictable attendance, arriving on time each day and not frequently absent without approval.
- Supervision of children by sight and sound anywhere in the Center, including the gym, playground, or on a field trip, and supervision by at least sound for children using the restroom.
- Follows DCYF and Small Faces' policies.
- Planning and implementing developmentally appropriate activities that are varied in learning styles and teaching techniques to suit all abilities and individuality.
- Preparing and implementing weekly lesson plans using an emergent curriculum
- Assess all children a minimum of two times each academic year using Learning Stories (preschool only).
- Documenting child and classroom activities in photos, writing, and other mediums
- Using Enterprise Talk, Emotion Coaching, Conflict Resolution, and Positive Discipline techniques and other best practices to scaffold positive social skill building in children.
- Developing individual plans for children with special needs and making referrals when needed.
- Aiding individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.
- Accurately maintaining classroom budget.
- Maintaining and organizing classroom supplies.
- Keeping the classroom clean and sanitized.

### *Other duties:*

- Give performance review information to the Faculty Support Team for self and others on the teaching team
- Completing all necessary paperwork in a neat and timely fashion including (but not limited to) attendance lists, SmugMug, weekly news, and ouch reports.
- Communicating, verbally and in writing, with parents about their children and classroom activities.
- Parent conferences a minimum of two times each academic year (preschool only).
- Greeting parents/families daily.
- Wearing suitable and neat clothing for working with children
- Attending and chairing weekly staff meetings.
- Attending all staff workshops, work days, and meetings as required.
- Attending all Small Faces Child Development 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.
- Lead teacher coordinates the 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.
- Lead teacher trains new teachers in the classroom on classroom procedures.