

Job Descriptions

We "R" Family P-3 Academy II

SCHOOL AGE PROGRAM CLASSROOM TEACHER

PURPOSE:

To plan, implement, supervise and manage the daily program of a school age classroom.

KEY RESPONSIBILITIES:

1. Develop the learning environment, interests centers and assist with homework.
2. Make recommendations for child placement in-groups based on age, temperament and ability
3. Supervise classroom Teacher Aides, and volunteers when the Director is out of the room.
4. Help each child to become aware of his/her role as an integral member of the group.
5. Help provide and maintain a Christian environment in which the child may grow physically, emotionally, mentally, socially, and spiritually.
6. Maintain a physical environment that conforms to governmental and state safety standards.
7. Record significant incidents and experiences observed in the children and after review by the Center Director, place the information in the child's personnel file.
8. Inform the Director of needed supplies, repairs and materials as far in advance as possible.
9. Help with general housekeeping tasks and teach children to clean their areas.
10. Inform the Center Director of changes required to pass inspections of local authorities.
11. Attend all staff meetings and recommended training programs and conferences.
12. Participates in professional organizations that work for the improvement of children education
13. Work according to the schedule outlined by the Director.
14. Maintain a professional attitude and loyalty to the Center at all times.

QUALIFICATIONS

In addition to state requirements for a fully qualified School-age Teacher, this person must:

1. Be professionally prepared as a Classroom Teacher of school aged children, with ECE classes
2. Must have a minimum of two years experience working with at least six children of school age.
3. Be a sensitive, spiritual and mature individual able to relate well to both children and adults.
4. Able to treat each child with dignity and respect, teaching them to treat others the same way.

REPORTING RELATIONSHIP

1. Reports directly to the Director.
2. Classroom Aides and volunteers report to the Classroom Teacher.
3. Informs parents of their child's day-to-day activities and normal behavior patterns.

PERSONAL COMMITMENT:

1. Practice loyalty and integrity in relation to staff, and maintain the confidentiality of parents and Center issues on and off the job.
2. Maintain a high moral lifestyle on and off the job.