Riverside Children’s Center

14 Collins Road, Waban, MA 02468

**Team Teacher Job Description**

A team teacher at Riverside Children’s Center reports to the Executive Director and is expected/responsible (but not limited) for the following:

**Professionalism:**

1. Having read and an understanding all policies, procedures and guidelines as stated in the Employee Handbook.
2. Arriving in the classroom at the start of your shift prepared and ready to begin the day.
3. Wearing your identification badge.
4. Being reliable.
5. Being flexible.
6. Attending monthly Staff Meetings (first Wednesday evening of each month) and weekly Team Meetings (depending on your classroom day, starting at 1:30-3pm).
7. Attending workshops and other professional development seminars/ classes in accordance with the EEC regulations (20 hours per year with 1/3 of the hours being in diverse learners). Be prepared to share the information from these workshops with the staff.
8. Working as a member of the team to ensure continuity of all aspects of the program and contribute to the overall effective operation of the Center.
9. Being physically able to perform the job of a teacher of young children.
10. Willing to accept supervision in order to improve work performance.

**Children:**

1. Having a warm, supportive attitude toward children.
2. Interacting with the children at their level throughout the day.
3. Ensuring the safety of the children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency drills.
4. Ensuring that child care routines are carried out in a manner that is prompt, hygienic and consistent with good child development principles, including routines related to diapering, potty training, hand washing, eating, napping and transitioning between activities.
5. Providing positive guidance to help children develop the ability to manage their behavior.

**Classroom:**

1. Operating the classroom in compliance with all EEC regulations, paying particular attention to ensure that standards prohibiting corporal punishment are obeyed.
2. Creating a pleasant, inviting classroom atmosphere in which children feel comfortable and secure.
3. Supervising and managing a child development program, within the classroom, in accordance with the program goals and curriculum plan of the team and of the Center.
4. Creating a positive classroom atmosphere, providing positive reinforcement to children during interactions, engaging children in positive ways, using positive words, giving positive explanations and maintaining a positive attitude, smiling and using pleasant facial expressions.
5. Maintaining a clean and organized classroom.

**Curriculum/Assessment:**

1. Planning and implementing a child development program using Teaching Strategies.
2. Submitting weekly curriculum plans in advance to the Education Director.
3. Conducting planned and spontaneous, developmentally appropriate activities and experiences on a daily basis.
4. Continually evaluating the program and the curriculum of the classroom to ensure it is effectively meeting each child’s physical, social, emotional, cognitive needs.
5. Maintaining written records and documentations designed to evaluate each individual child as well as the class as a whole.

**Supervision:**

1. Providing supervision to all assistant teachers assigned to the classroom and include them in curriculum planning when appropriate.
2. Providing supervision to volunteers and/or student teachers assigned to the classroom.

**Parents:**

1. Ensuring parents are greeted and acknowledged at the beginning and end of the day.
2. Ensuring that parents receive adequate information about their child’s daily experiences through daily written and pictorial Kaymbu documentation and verbal communication.
3. Conducting parent conferences when needed, and at least twice annually, to ensure the parents knowledge of their child’s development and behavior while at the Center.
4. Collaborating with parents to set goals for their child and work on developmental milestones.