



Job Expectations and Responsibilities

Classroom Teacher

Teachers will hold responsibility of the classroom they are assigned to. Teachers set the tone of the classroom. It is expected that a classroom teacher will implement a flexible, play-based, child-directed curriculum, delegate responsibilities when needed and collaborate with her co-teacher(s) in order to create a positive, safe, and exciting learning environment the children in his/her.

Teachers will be responsible for caring for a certain age group of children (this will be his/her class). If help is needed with a different group of children, staff will be expected to be flexible and provide that help.

Overall responsibilities include:

- Planning and implementing developmentally appropriate activities based on the children's interests
- Maintaining a healthy, safe, clean and developmentally appropriate environment for children
- Cleaning Room/Sanitizing Toys
- Diapering/Potty Training (if applicable)
- Ensuring proper meal/snack and resting schedules for your age group
- Engaging in positive communications with families
- Delegating tasks to an Assistant Teacher or Volunteer (when applicable)
- Collaborating with co-teachers and other classroom teachers to ensure the most positive learning environments for children in his/her care

Interaction with Children

1. Build trusting relationships with your students by engaging in positive interactions at all times.
 - Provide positive behavior support when guiding children's behavior
 - i. Use positive reinforcement for wanted behaviors
 - ii. Stay calm and use a firm voice (without yelling) when stopping or talking about an unwanted behavior
 - iii. Help the child learn new, appropriate ways to get what they need/want
 - iv. "time-out" will not be used
 - Play with the children! Get on the floor, get messy, draw, color, build, race, interact with the students in your care.
2. Perform on-going developmental evaluations of children in order to develop lesson plans that address the individual needs of each child
3. Perform developmental assessment and write progress reports for all children in your care at least twice a year. (November and April)

Curriculum Planning

1. Teachers are expected to plan and implement a flexible, child-led and play-based curriculum based on the Reggio Emilia Approach and The Project Approach to Early Childhood Education
2. Teachers are expected to use their weekly team planning/prep time (when available) to create their newsletter, activity planner and/or documentation.
3. Teachers are expected to plan, prepare and organize supplies needed in advance to implement their activities, investigations & projects
4. Teachers are expected to create and display documentation of their students' work
 - Documentation is to be typed with no errors
 - It should be easy to read and follow and exciting to look at
 - It should include children's artwork, writings, words and/or photographs

Environment Planning

1. Plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of your students on an on-going basis – it's their classroom first and foremost
2. Create and maintain a functional and uncluttered, Reggio-inspired classroom environment including but not limited to natural and found materials, lights & light reflecting materials, plants, loose parts, cozy/homey materials
3. Classrooms should have clearly defined spaces for the children's exploration
4. Classrooms should have art/sensory materials and/or activities available to children throughout each day.
5. Environments and materials should be changed often to allow for new learning experiences
6. Provide a classroom environment that encourages parent participation.

Family Communication

1. Teachers are expected to be the primary source of communication for the families of the children in their class
 - a. Communication can include face to face conferencing at drop-off and pick-up, email, school phone and HiMama
 - b. Personal cell phone numbers should not be used to communicate about school-related issues
2. Daily reports on every child will be sent home via HiMama
3. Teachers are expected to send home a weekly newsletter to all families.
4. Any communication and/or concerns about a child's well being at the center will be referred to his/her teacher immediately.
 - If the teacher is not in yet, has left for the day, or is otherwise unavailable, a message will be taken and the family will be contacted by the teacher as soon as possible
5. Serious concerns of families will be referred to the Site Director (and Executive Director if necessary) for immediate attention
6. Communication with families is expected to be friendly and professional at all times.
7. Ensure that each family receives an opportunity to build strong relationships and experience clear communication and boundaries with teaching staff
8. Uphold the policies of Trojan Tots Preschool that are in place for all families
 - a. If a question about a policy comes up, please refer the family to the Site Director for clarification.

Professional

1. Teachers are expected to arrive to work no later than their scheduled start time
2. Employees will clock-in and out through Paylocity
 - All full-time shifts will include a one-hour lunch break
3. Teachers will dress in clean, un-torn, semi-professional attire
 - Clothing must be conducive to playing on the floor and possibly getting messy with the children
 - Jeans may be worn, BCHS spirit wear is acceptable
 - No t-shirts with writing, sweatpants, low-cut tops, or short shorts
4. Cell phone use is not allowed unless for work related instances
 - Personal use will be allowed when an employee is on her break
5. Personal Time Off will be tracked by the Executive Director
 - Full-time employees will receive PTO days at the beginning of each school year
 - If a teacher is unable to come to work a phone call to the Site Director is required
 - PTO will be tracked through Paylocity (unused sick days will rollover to the next school year, unused personal days will be lost)
6. Teachers will be evaluated by the Site Director two times a year.
 - Informal Fall Performance Review
 - Formal Spring Performance Review
7. Practice open communication between yourself and other teachers in your classroom and throughout the school
8. Teachers are expected to contribute a positive working environment for all staff at all times.