

Hoosier Courts Nursery School

Co-Teacher Job Description

JOB SPECIFICATIONS:

Annual salary – w/BA/BS \$28,000
 w/Ed. Masters \$28,550
 w/PhD or EDD \$29,100

Appointment status – Academic

Annual appointment – UCH – July 1st through June 30th

Fringe Benefits – health insurance, retirement plan, fee courtesy

Vacation – 22 days per year (some used during winter break)

Sick Days – up to 12 days per year

Paid holidays – 8 paid holidays per year

JOB REQUIREMENTS:

Minimum Qualification – Bachelor's degree in early childhood education or related field

Prior classroom experience

21 years of age

Pass Criminal History Check and Drug Screening

Pass Physical Exam including negative interdermal TB test

Physically able to lift 40 pounds

Capable of meeting physical demands of children

Successful completion of CPR and Basic First Aid classes

Universal Precautions training

SUPERVISION:

Works under the supervision of the center director

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES WITH CHILDREN:

- Provides excellent care in a positive nurturing environment for children and families

- Ensures the general safety and well-being of all children
- Applies knowledge of child development to plan and implement a child-centered, play-based curriculum, including a variety of activities appropriate to the needs of individual children with concern for special needs, interests, talents, individual styles and paces of learning
- Visually observes and supervises activities appropriate to the developmental level of the children in the group. Moves quickly to intervene in dangerous situations
- Provides appropriate challenges in a safe and healthy environment
- Recognizes and records significant individual and group behavior of children
- Is alert to potential confrontations and areas of conflict, redirects or redesigns activity accordingly
- Repeatedly lifts children up to forty pounds
- Bends and kneels to children's eye level, frequently spends time on the floor with children
- Exhibits professional knowledge of how young children learn
- Purposefully observes, records and assesses individual children's progress
- Maintains documentation with regard to developmental milestones including but not limited to physical, cognitive, social and emotional domains
- Plans curriculum and environment directly based on observations and knowledge of specific children's needs, interests, and concerns
- Helps each child to know, accept and appreciate him/herself as an individual
- Helps each child develop a sense of independence
- Helps children acquire and use language as a means of communicating their thoughts and feelings

COMMUNICATION:

- Ability to clearly communicate both in writing and verbally with children, parents and staff

- Communicates knowledge of overall goals and program philosophy
- Articulates center philosophy with respect to activities planned

CLASSROOM SUPERVISION AND ACCOUNTABILITY:

- Accountable for classroom staff, children, and educational program
- Uses initiative, creativity, communication and collaboration in accomplishing job duties
- Conducts the training of teacher aides
- Assigns specific task responsibilities to other staff in room
- Evaluates and makes recommendations concerning employment status of teacher aides
- Maintains work and common areas at all times. All staff members share in housekeeping and cleaning duties
- Participates in continuous evaluation of classroom planning and programming
- Attends all workshops, staff meetings, parent conferences, and other school-related events. This requirement is considered an integral part of the job

PARENT RELATIONSHIPS:

- Participates in Open House/Parent Orientation in order to assist parents in understanding school and classroom culture and typical development for the particular age group
- Regularly confers with parents about child's daily activities
- Holds parent-teacher conferences at least twice annually and as the need arises
- Provides written developmental profile for each child twice annually
- Maintains professional attitude and demeanor in relationships with families
- Understands and accepts social, cultural and economic backgrounds of children and families. Assures program provides for these individual differences
- Fulfills all the requirements that are listed in the Employee Handbook

- May be in charge when director is out of the center
- Performs other duties as assigned
- Demonstrates evidence of sufficient emotional and social maturity to function in a crisis or stressful situation
- Follows Indiana Licensed Child Care Regulations
- Meets NAEYC national accreditation criteria
- Complies with Child and Adult Care Food Program (CACFP) requirements
- Attends required trainings totaling a minimum of 20 clock hours annually
- Seeks professional development

PERSONAL RESPONSIBILITIES:

- Dresses appropriately (no ripped jeans or t-shirts)
- Is clean and well groomed
- Is friendly, understanding, and helpful
- Is cooperative
- Has positive attitude
- Exercises self-control
- Is confident and self-assured
- Is trustworthy
- Assumes and follows through on tasks
- Attends work regularly
- Arrives at work on time
- Provides advance notice of absence

TRAINING PERIOD:

A probationary period of ninety (90) days will be observed, with an evaluation session with the director at the end of ninety (90) days, with yearly evaluations thereafter. Progress towards accomplishment of job description will be discussed and goals set for improvement.

