



BETHESDA

CHRISTIAN PRESCHOOL

Teacher Job Description

Duties and Responsibilities

The teacher will provide the best possible atmosphere for the children in our care. Responsibilities include, but are not limited to:

- Interact frequently, affectionately and respectfully by smiling, touching and holding children; speak in a friendly, calm, soft and courteous manner within close proximity of the children (do not yell at students);
- Respect and observe children's interests; intervene when needed to maintain safety;
- Enhance children's play with language, toys and activities;
- Engage and communicate constructively with individual children during activities and routines; take every opportunity to positively extend children's thinking and actions;
- Be available and responsive to children's needs, questions and requests; encourage and model social behavior and expectations which are developmentally appropriate;
- Acknowledge feelings with sensitivity and demonstrate appropriate expression of emotions;
- Practice positive discipline techniques in guiding children's behavior according to our positive behavior support policy (outlined in section 30 of this handbook);
- Be attentive, flexible and supportive of children and their families during transitions to and from classrooms;
- Pull-ups must be changed and/or help children with toileting needs at least every two hours with proper changing procedures that maintain the state health standards (gloves for each change, soapy water and sanitizer on changing table in between each change and changing paper on the floor for pull-ups removed while standing).

Policies for Supervision of Children

- When one teacher is away from the children, he/she must notify the other teacher as to where and how long he/she will be out of the room.
- At least one teacher must always be able to see every child at all times.
- One teacher must accompany each child to the bathroom. Both teachers should be at the bathrooms when the whole class is there – one to supervise boys and the other to supervise the girls.
- When transitioning from one area to another, one teacher should be at the front of the line and the other at the back (when there are two teachers).
- When coming from playground to bathroom break students, teachers still on the playground must be in ratio. Thus, adjust the number of students that come inside.
- On the playground, every area needs to be supervised. There should be a teacher standing/walking around each structure and one teacher at the gate at all times. The gate should not be opened until a parent arrives at the gate.
- Teachers need to perform a head count before and after transitions.

**Failure to adequately supervise children in your care will result in administrative discipline up to and including termination.

Nap Time Policies

- At least one teacher must be inside the classroom at all times during naptime. Do not leave the classroom unattended for any reason; do not sit in the hallway to talk to other teachers.
- If you are going on your break, leave a task list for the floater staying in your classroom (sanitize, cut, stuff folders, sort paper, etc.).

Curriculum

- Implement the developmentally appropriate curriculum provided by BCC Director; teachers are expected to supplement;
- Design an environment which responds to children's individual developmental levels, physical and emotional needs, and current interests;
- Provide a variety of developmentally appropriate materials and activities which foster social skills and encourage children to think, problem solve, question and experiment;
- Foster positive self-concept by supporting individuality, independence and the ability to make choices;

- Encourage creative expression;
- Encourage unity in class with every child participating in group activities;
- Follow the daily schedule which provides a balance of activities: Bible lessons, quiet/active, indoor/outdoor, fine/gross motor, etc.;
- Lesson plans need to be made and submitted on Friday of each week (for the following week).

Parent/Guardian Communication

- Acknowledge parents/guardians and all classroom visitors; demonstrate a friendly, courteous and professional demeanor;
- Respond to parent/guardian comments and concerns with sensitivity, interest and respect;
- Maintain confidentiality about situations surrounding specific children;
- Invite input from parents/guardians regarding their child's development and care;
- Assist in planning and attend Center events and meetings;
- Share resources with parents/guardians through discussions, articles, parent/guardian boards, newsletters and community contacts (with Director approval);
- Refrain from providing personal contact information to families; if parents/guardians contact a teacher through personal avenues, Director urges use of caution as to how and what you communicate; adhere to professionalism;
- Aside from communication logs, no letters to parents should go home without approval from Director. This also applies to phone calls made to parents about school matters. We encourage emailing families (with the BCC email address provided upon employment) or writing in communication logs. This will provide a record of communication.

Health, Safety and Nutrition

- Maintain and follow all safety and health rules of the center;
- Supervise children at all times (for example, bathroom, hallway, book bag areas, playground, sanctuary, etc.);
- Demonstrate awareness of entire group whether working with a small group or individuals;
- Know the number of children in group and maintain ratios at all times;
- Complete appropriate paperwork as needed, in a timely manner, such as incident reports, disciplinary action forms, illness pickup forms, fieldtrip planning forms, cleaning check lists, and medication logs;
- Keep the environment and equipment safe, clean and attractive;

- Encourage respect for classroom materials;
- Notify Director in advance when supplies are needed and denote it on the wish list clipboard provided in our art supply closet;
- Arrange space in clearly defined, well organized centers.

Playground and Fellowship Hall Play

- Monitor children at all times;
- Teachers are expected to interact with and tend to children;
- Teachers must position themselves:
 - Playground – zones (map found on outdoor wagon);
 - Fellowship Hall - at each exit/doorway.
- Teachers must follow play schedule posted in each classroom, office and Fellowship Hall;
- BCC follows the State guidelines for recommended outside playtime;
 - At least 1 hour each day;
 - Weather permitting, based on the Wind Chill/Heat Index Chart (posted in front office).

Professionalism

- Maintain confidentiality about issues concerning Bethesda Baptist Church, Bethesda Childcare Center, other staff members, children and families;
- Demonstrate knowledge of ages and stages of development; understand the general areas of physical, social, cognitive and emotional development for the age group;
- The Director will make every effort to maintain continuity of classrooms; however, staffing schedules may be adjusted as program needs change and may include working in another classroom;
- Demonstrate flexibility and openness to new ideas in child care practices;
- Receive constructive feedback with a Godly attitude that indicates a willingness to improve;
- Give feedback in a respectful manner;
- Provide professional and constructive feedback to co-workers and Director;
- Use your time wisely; nap time is a great time to clean, lesson plan, organize, declutter, write in communication logs;
- Do not go into other classrooms for small talk (including gossip).

Teamwork

- Establish and maintain a relationship of cooperation and respect with co-workers;
- Accept fair share of work; demonstrate initiative;
- Accept additional classroom and location responsibilities as needed;
- Offer and share ideas and materials with co-workers;
- Participate actively in your age group's teaching team through communication, collaboration and curriculum planning;
- Exercise care in expressing views regarding the personal attributes or professional conduct of co-workers; statements should be based on first-hand knowledge and relevant to the interests of the children and programs.

Physical Demands

- Follow state guidelines including immunizations, employment physical and required health and safety training;
- Ensure children's safety while lifting, moving or holding children up to 40 pounds; occasionally lift, move or hold weight more than 40 pounds;
- Supervise (playground zones) and interact daily with children outdoors in varied weather conditions; daily, adhere to playground schedule posted in classrooms and front office;
- Supervise and interact daily with children indoors (Fellowship Hall, classrooms, etc); daily, adhere to Fellowship Hall schedule posted in classrooms and front office;
- Demonstrate full range of motion to lift, reach, squat, climb, sit and otherwise fully participate in activities;
- Respond immediately and appropriately to multiple or unexpected situations or emergencies;
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.

Decision-Making Authority

- Must have **prior** approval from Director to:
 - Release a child to someone other than a known parent/guardian;
 - Discuss behavior or developmental concerns with a parent/guardian;
 - Purchase supplies for reimbursement;
 - Contact a parent/guardian regarding a child's temperature or illness;
 - Administer medication, within compliance of state requirements.
- May take action, but must **inform** Director to:

- Care for a child with a significant injury;
- Acknowledge and listen to a parent/guardian concern.