



## JOB DESCRIPTION

**JOB TITLE:** Team teacher

**REPORTS TO:** Leigh Anne Easterling

**EFFECTIVE DATE:**

**FLSA STATUS:** Exempt/Nonexempt – salary/hourly

Other benefits – negotiable/non-negotiable

**HOURS:** 40/week

**LOCATION:** Mary Evans Child Development Center

**JOB SUMMARY:** classroom team teacher

### RESPONSIBILITIES AND DUTIES

Reads The Language of Support by Mary Evans.

2. Requires the implementation of the philosophy of the First Community Church Early Childhood Department to the best of one's ability.
3. Contributes to the creation of a positive and relaxed working/living environment for all program participants.
4. Is responsible for communicating support to co-teachers through direct affirmation and sensitive confrontation.
5. Is responsible for daily parent/teacher communication and the disbursement of relevant information to other teachers (medication needs of a child, illness, schedule changes, etc.).
6. Helps in the planning of and participates in Family Evenings, conferences, and orientations.
7. Plans program curriculum:
  - a. prepares written lesson plans
  - b. supplies classroom weekly with books relating to the planned activities
  - c. gathers materials and supplies needed for activities planned
  - d. returns material and equipment to appropriate storage areas after use in classroom
  - e. helps plan and lead group time (if developmentally appropriate)
  - f. contributes/writes monthly classroom newsletter
8. Keeps running observational notes on children in your small group, prepares written evaluations of children and presents them at parent/teacher conferences.
9. Shares in the care of space and equipment.
10. Participates in staff professional trainings and staff meetings.
11. Annual retreat with Director of Early Childhood Ministries/Director of the Mary Evans Child Development Center.
12. Shares in preparing the room for fall and summer sessions and on Sunday after Sunday School.
13. Shares in playground and storage areas maintenance.
14. Arranges own substitutes.
15. Plans with other classroom teachers the year's activities and coordinates sharing resources related to these activities.
16. Plans and prepares materials for small group (when developmentally appropriate).
17. Introduces innovative and new creative ideas in the classroom.

## **QUALIFICATIONS AND REQUIREMENTS**

- At least Associate degree in Child Development or closely related area
- Experience working with children
- Excellent communication skills
- Knowledge of child development,
- Ability to work with children and their families in a sensitive and positive way
- Ability to work with a team,
- Great planning and organizational skills
  
- Must be able to quickly move towards children when help and intervention is needed.
- Must be able to easily get up and down off the floor.
- Must be able to easily sit on the floor with children.

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