

St. Matthew Early Childhood Center Job Description – Lead Teacher

Mission Statement: St. Matthew Early Childhood's mission is to provide a Christian environment in which each child can grow spiritually, emotionally, physically, and intellectually through age-appropriate activities. We are committed, in collaboration with families, each child's character development and nurture the individual strengths and talents that allow each child to reach their potential.

Position Purpose: To provide a successful, safe, and supervised educational setting for children while they are in the St. Matthew environment. To promote the social, emotional, physical, and cognitive development of St. Matthew children. Encourage parent involvement in all aspects of the program. To develop individual goals for children, provide ongoing assessment on progress and facilitate transitions into the next classroom the child will be attending.

Responsible to:

- Director/Supervisor of St. Matthew Early Childhood Center
- Principal of St. Matthew Catholic School

Essential Job Responsibilities: Performance Indicators

Classroom Time:

- Supervise and monitor children at all times.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
- Respond appropriately to crisis or emergency situations that may occur.
- Assess individual and group needs, attending to special needs, specific interests, strengths, and concerns.
- Develop and utilize integrated curriculum plans, which reflect mandated elements and components, parental and cultural influences, and promote social, emotional, physical, and cognitive development.
- Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem-solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
- Complete bi-annual assessment through assessment and anecdotal records and report those results to the parents.
- Responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom.
- Keep classroom clean and organized.
- Help each child to become aware of his/her role as an integral member of a group.
- Recognize health and safety hazards and protect children from harm.
- Supervise and assist children with meals and clean up.
- Assist and supervise children during toileting period.

Parent Involvement & Community Partnerships

- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Communicate regularly with parents.
- Conduct the required parent/teacher conferences for the purpose of assessment and support, and to share information on classroom progress and education strategies at school and at home.
- Help plan and conduct regular parent meetings and socials with team members.
- Assisting the director and team in parent-school relationships.

Additional Job Responsibilities

- Assist with breaks and other classroom needs as requested.
- Attend meetings, trainings, and appropriate professional development activities.
- Completing administrative duties for the class including keeping attendance, computing accident reports, meal counts, daily child reports, and maintaining classroom supply inventories, etc.
- Works cooperatively with children, parents, and staff to ensure a professional, competent Early Childhood Program.

Knowledge/Skills/Experience Required

- Minimum education requirement of an Associate's Degree in early childhood education or a Bachelor's in early childhood education, child development, elementary education, early childhood special education, and this training encompasses child development and the learning of children birth through kindergarten, family and community relationships; observing, documenting and assessing young children; teaching and learning; and professional practices and development.
- Two years experience in pre school classroom with ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations.
- Ability to apply Early Childhood Development theory in daily classroom activities, and adapt to the individual needs of children.
- Ability to set and maintain professional boundaries with families.
- Computer skills that include word processing, email, internet, and database.
- Excellent written and verbal communication skills.
- Within 30 days of employment must be Pediatric CPR and First Aid certified, Mandatory Child Abuse Training certified, and have gone through VIRTUS training.
- Employment is conditional pending immediate and continued enrollment in Child Care Division – Criminal History Registry.
- Obtained college-level course work or professional development training that prepared you to work with children and families of diverse races, cultures, and languages.
- Obtained college-level course work or professional development training that prepared you to work with children who have special needs.

Physical/Mental Abilities and Processes

- Frequent significant decisions to assure developmental progress of children.
- Demonstrated ability to supervise pre school children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others in the environment.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Occasional lifting up to 50 pounds.