

THE CHILDREN'S CENTER OF BRIGHTON, INC

Teacher (Full-Time) Job Description

Status: Non-Exempt

Reports to Cluster Coordinator

Summary

CCB teachers are selected to collaborate and contribute to our CCB family. Teachers have met the very highest of expectations for best practices in the field of early childhood and participate in an environment and philosophy which supports diversity, acceptance, and creativity and allows each member to make a difference.

Our classrooms are co-taught; teachers share equally in all aspects of communication and daily activities. Teachers work with one age group of children for a complete program year, taking them on a curriculum journey which meets their developmental needs.

Teachers create and implement lesson plans to include experiences outdoors and indoors, sensory, large and small group, movement and art opportunities are provided each day along with meeting each child's primary care needs. Teachers have access to a rich supply of resource materials and equipment to support the classroom environment

The Children's Center of Brighton is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations.

Essential Functions

- Develop meaningful lesson plans that are tailored to interests of the group and focus on play, forming connections with children, and support a developmental curriculum.
- Facilitate a classroom experience that reflects the center's values and the ongoing training provided by CCB while remaining in compliance with NYS regulations.
- Care for the physical, mental, and emotional needs of children while providing competent direct supervision to ensure a safe and stimulating classroom experience.
- Exercise discernment in matters of confidentiality and communication.
- Maintain high work ethic by meeting or exceeding the standards in CCB's policies especially in regard to interactions with others, reliability, attendance, punctuality and appearance.
- Able to meet the physical and mental requirements of providing consistent care for children which includes being able to move, lift, and relocate children to ensure health and safety.

Responsibilities

Lesson Plans

- Utilize planning time to develop & create written lesson plans which reflect a developmental curriculum that encourage personal choice, learning through play and individualization.
- Assess specific needs and interests of the classroom children so that these may guide the focus of lesson plans.
- Implement daily program by collaborating with co-teacher, requesting needed supplies, and putting Center provided trainings into practice.
- Look for opportunities to participate in the "Feature Teacher" program where an interest is shared with the entire Center.
- Incorporate the auxiliary spaces during the scheduled times including Construction Zone, Gym, Discovery Room, Garden Room, Toddler Centrum and Playgrounds.

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Communication & Documentation

- Maintain clear and accurate records of children including developmental observations, signs of illness and wellness, and summary of the day while keeping strict confidentiality.
- Identify issues of significance and clearly convey these along with any questions and concerns to coordinator, Center Nurse, Peer Coaches, Director, Kitchen Staff, or after-hours cleaning professionals.
- Communicate and exchange information during Parent/Teacher conferences, open houses, care sheets, and child reviews.
- Keep up-to-date with center communication by reading Newsletter, Weekly FYI, and letters for staff.

Caretaking

- Maintain close supervision and anticipate needs of children.
- Intentionally engage children, form relationships through bonding, act as an advocate for children.
- Feed children, as appropriate for the age group, while following food safety guidelines and CCB's procedures.
- Comfortable feeding and handling all Center foods, formula, and breastmilk to children.
- Assist children with toileting and diapering while following procedures to ensure sanitary conditions.

Personal Qualities

- Support the Center's philosophy, policies, and procedures through daily practice.
- Value the partnership with parents, colleagues, coordinator, and administration. Respectful of colleagues, children, and families while embracing diversity and a variety of family arrangements and styles.
- Continue to invest in personal growth and development with the view to enrich the classroom experience.
- Actively contribute to CCB's vision statement.

Job Requirements

Physical

- Able to meet the physical demands staying in proximity of children to be within arm's reach.
- Lift, carry, and move children weighing up to 50 pounds including lifting children onto a changing table to a height of 4-5 feet.
- Participate in safety drills by following the established guidelines which includes moving children from one location to another. This may involve moving children into cribs and transporting a crib which carries multiple children to designated locations.
- Frequently get up and down from the floor and bending while interacting with the children.
- Stand and sit for extended periods of time interchangeably throughout the day.

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- Climb and descend 1 flight of stairs (while helping children safely navigate steps).
- Withstand outdoor temperatures and conditions for extended periods of time during all seasons.
- Frequently experience a noisy and loud environment including children laughing, talking, shouting, and crying.
- Ability to be incidentally exposed to common childhood illnesses and other common colds/flu/viruses.
- Use Center provided cleaning solutions and products to maintain a clean and sanitary environment for children and staff. Perform minimal cleaning tasks (wiping tables, sanitizing changing table, etc).

Availability

- Available for shifts that may include any part of operating hours (Monday-Friday 7 AM – 6 PM) and occasional after-hours events, meetings, and trainings.
- Reliable transportation to the Center. Travel to facilities other than the Center may be required for occasional off-site trainings. (Transportation from the Center will be available.)
- Available for a full-time weekly schedule of 36-40 hours, as designated by the Center, typically consisting of 4 longer days and 1 shorter day.
- Available through the end of June to participate in the entire program year.
- Embrace New Program Year assignment which may involve a new schedule, space, age group, and co-teacher.

Credentials

- Attend and participate in Center provided trainings (conducted during work hours) to comply with state regulations for child care professionals.
- Able to clearly communicate in English including reading, writing and verbal skills.
- HS Diploma or GED

Pre-Employment

- Documentation of negative TB test and work physical (dated within 1 year of hire date).
- Subject to Criminal History Report, Statewide Central Register Database Check, Fingerprinting, Staff Exclusion List check, and reference check.

Acknowledgement

I have read this job description and understand the job, my designation, and what is expected of me.

Name: _____

Signature: _____ Date: _____

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