

Teacher Job Description

The responsibilities of a Teacher will include, but are not limited to the following:

- Maintaining a professional demeanor in personal appearance and in relationship with parents and staff.
- Maintaining a cooperative open manner with parents and staff.
- To adhere to a policy of confidentiality concerning children, their families, and other staff.
- Attendance at staff meeting, staff trainings, and staff workshops.
- To adhere to all policies and procedures of Young World as stated in the staff handbook.
- To pursue a level of excellence in every aspect of the teacher position.
- Keeping D.E.E.C regulations as they pertain to the children, teaching staff, and Center at all times.
- Maintaining personal file in compliance with D.E.E.C regulations.
- Attending annual Open House and Parent Night as scheduled.
- Maintaining and monitoring a safe, orderly, and age appropriate environment for young children including:
 - indoor environment
 - outdoor environment
 - classroom management
 - age appropriate environment
 - Assessment of each child
- The training and supervising of assistants and volunteers.
- Offering support to other staff when appropriate.
- Seeing to the operations of the center in the absence of the Director, Assistant Director, or Lead Teacher.
- Teachers of children aged 4.0 and above should incorporate kindergarten readiness skills as described in the E.C.E.C. plan
- Daily readiness and set up of classroom areas in the morning and afternoon for all classrooms.