

JOB DESCRIPTION: NURSERY SCHOOL TEACHER

The person selected for this position will be responsible for the general supervision and management of a class of preschool children.

QUALIFICATIONS:

The person selected for this position must be professionally prepared as a teacher of young children, especially in the field of early childhood education or development. While a Bachelor's degree with certification in the field of Early Childhood Education is preferred, a Bachelor's degree in a related field, an Associate's degree in Early Childhood Education or strong experience in this field will also be considered. This person must be a sensitive and mature individual who is able to relate well to both children and adults.

RESPONSIBILITIES:

Responsibilities will include, but will not be limited to, the following:

Program:

1. Planning and implementing a program that encourages the physical, social, and cognitive development of each child and that follows the policies and philosophy of the school.
2. Utilizing all available resources to provide an educationally sound program, including field trips, resource people, creative themes, etc.
3. Arranging a sound nutritional program.
4. Adapting the program to the needs of the individual child with concern for his/her interests, special need, talents, and individual style and pace of learning.
5. Arranging for an appropriate balance of quiet and active activities.

Relationships:

1. Treating each child with dignity and respect.
2. Working with other professional staff members to plan and implement activities that carry out the philosophy of the school and accepted early childhood education practices.
3. Being respectful and cooperative as a member of a team of professionals.
4. Helping each child to become aware of his/her role as an integral member of a group.
5. Considering the individual child in relationship to his/her cultural and socio---economic background.
6. Establishing a positive relationship with parents of the students.

Physical Environment:

1. Maintaining a physical environment in the classroom that is inviting and conducive to learning and which lends itself to the teaching of developmentally appropriate activities.
2. Being responsible for ensuring a classroom atmosphere that is conducive to learning, fun, and positive interaction between children
3. Assuming an equal share of the joint housekeeping responsibilities of the nursery school staff.

4. Providing a safe and healthy environment for each child.

Continuing Education:

1. Attending all staff meetings, parent programs and orientations.
2. Participating in recommended training programs, conferences courses, and other activities that ensure professional growth.

Record-keeping:

1. Keeping records of evaluation for use in planning for individual needs of each child.
2. Keeping accurate attendance records.

JOB DESCRIPTION: NURSERY SCHOOL TEACHER'S ASSISTANT (Classroom Aide)

The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of a class of preschool children.

QUALIFICATIONS:

The person selected for this position must be at least 19 years of age, have a high school diploma, and meet the requirements of the licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

RESPONSIBILITIES:

1. Assisting in planning and implementing the daily program under the direction of the teacher.
2. Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervising the classroom when the teacher is out of the room.
4. Helping with the general housekeeping tasks.
5. Assisting the teacher in any other appropriate ways.
6. Maintaining professional attitudes and loyalty to the school at all times.
7. Treating all children with dignity and respect.
8. Attending all staff meetings and recommended training programs and conferences.
9. Participating in professional organizations that work for the improvement of early childhood