

## **Two's Co-Teacher**

### **PERSONAL QUALIFICATIONS**

- Holds and demonstrates Christian values
- Works in the best interests of the children, putting their needs first
- Communicates effectively and works cooperatively with children, parents, and staff
- Is a positive spokesperson for the program in our community at large
- Practices confidentiality and good judgment
- Maintains physical strength (is able to carry a 40 pound child 100 feet, if necessary)

### **PROFESSIONAL QUALIFICATIONS (Recommended)**

- BA or BS in education, elementary or early childhood development, or a college degree with at least some Early Childhood Curriculum classes or a current CDA
- Classroom experience desired
- Childcare experience desired

### **RESPONSIBILITIES:**

- Provide a play-based stimulating learning environment for children Nursery – 5 years old.
- Plan and conduct an effective program to meet the physical, social, emotional, spiritual and intellectual needs of each child.
- Plan and prepare an inviting and safe classroom setting where children feel comfortable and secure.
- Supervise children in the classroom and provide a supportive environment in which children can learn and practice appropriate and acceptable individual and group behaviors.
- Provide experiences that promote individual self-expression in conversation, imaginative play, and creativity.
- Provide experiences involving thinking skills such as generalizing, classifying, sorting, and problem solving.
- Provide positive guidance to help children develop self-control.
- Maintain school and classroom resources.
- Interact with parents by maintaining open and cooperative communication
- Complete regular observations, child attendance, and related reports.
- Write and compile individual assessments of each child's development
- Maintain complete and accurate children's records
- Perform miscellaneous job-related duties as assigned.
- Contribute to the operation of the school by participating in staff meetings and professional development opportunities
- Work collaboratively with all staff members
- Adhere to policies and procedures as stated in the Staff Procedure Manual