

SECTION IV

JOB DESCRIPTIONS AND RESPONSIBILITIES

Staff

A. PERSONAL QUALITIES

1. *Friendliness* - Maintains a positive attitude towards others; alert to the moods and needs of others.
2. *Honesty* - Truthful about hours, sick and personal leave, and other matters. Accepts responsibility for own errors. Respects the property of others.
3. *Integrity* - Maintains wholesome interpersonal relationships free of gossip about other staff or about parents.
4. *Punctuality* - Keeps to agreed schedule, arriving promptly and honoring time limits of relief periods.
5. *Dependability* - Performs responsibilities as promised. Uses work hours for Schoolwork. Self-motivated. Doesn't abuse privileges.
6. *Positive Attitude* - Refrains from complaining openly. Discusses concerns privately with a Director.
7. *Appearance* - Neat, well groomed, appropriately dressed, poised, and well mannered. Adheres to guidelines of the staff handbook.
8. *Patience* - Exhibits self-control in dealing with others, avoids uncontrolled or abusive tone of voice.
9. *Enthusiastic* - Projects an evident interest in the job.

B. RELATIONSHIPS WITH CHILDREN

1. *Individualization* - Shows awareness of and concern for personal differences among individuals in dealing with each child's needs, interests, and capabilities. Helps each child feel comfortable and special with an individual greeting, hug, or pat upon arrival.
2. *Knowledge* - Plans a variety of activities developmentally appropriate to each age and accomplishment level, thereby fostering exploration, investigation, and creativity.
3. *Resourcefulness* - Demonstrates creativity in designing programs and in use of materials.
4. *Flexibility* - Able to work with individuals and groups of children equally well.
5. *Professional Manner* - Uses appropriate language and relates behavior to growth and development. Helps children build self-esteem. Frequently bends to eye level when talking with children.
6. *Discipline* - Provides guidance in a positive manner; uses non-punitive methods.
7. *Responsibility* - Monitors and assesses each child's growth, development, and performance; notes changes; maintains appropriate records and provides reports.
8. *Tolerance* - Treats all children equally, with respect, dignity, and empathy. Avoids prejudicial attitudes.
9. *Good Example* - Portrays positive attitudes, including sharing, concern for others' feelings, interest in individuals, cooperation, etc.

C. PROFESSIONALISM

1. *Personal Growth* - Committed to the idea of continuing personal and professional development. Pursues studies and/or reading to keep current in the field of early childhood development.
2. *Loyalty* - Supports the goals, objectives and philosophy of the School. Adheres to policies and procedures.
3. *Integrity* - Respects confidentiality of information.
4. *Cooperation* - Committed to the concept of teamwork, shares ideas, materials, and services. Works in a comfortable manner with peers, supervisors, and assistants. Offers guidance in positive ways. Willing to share responsibilities and assume others' tasks in emergencies.
5. *Friendliness* - Maintains a friendly but professional relationship with parents and co-workers.
6. *Tolerance* - Treats all parents equally and without favoritism, accepting all at their individual levels.
7. Respects others' rights to their individual ideas and points of view.
8. *Receptive* - Willing to accept and accommodate new ideas.

D. OVERALL CONCERN AND AWARENESS

1. *Safety and Health* - Gives primary consideration to the health and safety of the children at all times.
2. *Organization* - Keeps materials and equipment well ordered, presenting a neat and attractive appearance in the facility.
3. Respects the use and care of materials and equipment, avoiding waste.

Job Descriptions and Responsibilities for Lead Teachers

Reports to the Director.

Responsible for planning and executing the educational program in accordance with the purpose and goals of the YPW Preschool.

Responsible for the general supervision and management of a class of preschool children.

QUALIFICATIONS

Professionally prepared as a teacher of young children, especially in the field of early childhood education or development; meeting the requirements of the licensing agency. A sensitive, mature individual who relates well to children and adults.

RESPONSIBILITIES

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

- Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of YPW School.
- Gear the program to the needs of individual children with concerns for their interests, handicaps, special talents, and individual style and pace of learning.
- Consider individual children in relationship to their cultural and socioeconomic background.
- Treat children with dignity and respect.
- Plan and implement appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
- Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled at the Center.
- Supervise upkeep of all educational equipment and materials in assigned area.
- Eat all meals with the children and encourage development of sound nutritional practices.
- Help children to become aware of their roles as integral members of a group.
- Maintain progress records of each child's growth and development, prepare periodic reports, and review them with the Director and parents (End of year Portfolio).
- Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and School functions; conduct conferences upon request.

- Be responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom and its learning centers.
- Assume an equal share of the joint housekeeping responsibilities for the classroom.
- Attend all staff meetings. Plan and implement one staff training meeting each school year.
- Participate in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of early childhood practice.
- Effectively train, supervise, and utilize classroom teacher assistants and substitutes.
- Contribute to Staff In-Service Training Program by planning, leading, or assisting in a workshop presentation or by developing resources, as specified in the contract.
- Conduct parent conferences, minimum two or more as needed, on each child's school adjustment, classroom behavior, and developmental progress..
- Plan and implement methods of establishing a positive liaison with parents. Communicate frequently with parents informally, with periodic notes and verbal communication as well as a Parent Letter at least monthly.
- Assist in public-relations events sponsored by the school.
- Supervise all activities to ensure safety at all times.
- Prepare daily attendance report for children in assigned group.
- Help children establish good habits of personal hygiene; change diapers and assist with toilet training as needed.
- Maintain a professional attitude and loyalty to the School at all times.
- Participate in professional organizations that work for the improvement of early childhood education.

Additional Responsibilities for Infant and Toddlers Teachers and Assistants

1. Change soiled or wet diapers and other clothing in a sanitary and safe manner. The teacher or assistant must (1) place the child on a clean, washable surface, which is disinfected after each use; (2) use disposable plastic gloves, individual washcloths and towels or disposable paper towels to thoroughly cleanse and dry the child after each diaper change; (3) place all used diapers in a moisture-proof bag or store them in a covered container that is cleaned daily.

2. Clean toys that have been chewed, sucked, or otherwise been in children's mouths, and all other toys as needed daily.
3. Wash children's and adult's hands after each diaper change.
4. Wash children's hands before eating.
5. Adults need to wash their hands and wear gloves while handling food.
6. Wash bedding as necessary