



20 Martin Dr. Greenville, SC 29617

Job Description

<u>Program:</u>	A Child's Haven	<u>Job Title:</u>	4K Teacher
<u>Reports to:</u>	Program Director	<u>Department:</u>	PROGRAM
<u>Status:</u>	Exempt	<u>Date:</u>	July 2021

GENERAL STATEMENT OF DUTIES: The 4-Year-Old Kindergarten (4K) Teacher provides a safe and nurturing environment for children that encourage their social, emotional, physical, and cognitive development. The Teacher plans and implements a developmentally appropriate curriculum for enrolled children. They ensure the provision of quality, comprehensive child development services including education, health, nutrition, parent involvement, and necessary family support services and referrals. The 4K Teacher will follow First Steps, DSS and ABC Childcare regulations as the 4K program is held within the child care center. Though much of the learning centers around play, the primary purpose of the educational program is to prepare students for kindergarten.

4K TEACHER QUALIFICATIONS

- Lead teacher must possess, at minimum, a two-year degree in early childhood education or an elated field and must be enrolled and demonstrating progress toward the completion of a teacher education program within four years.
- Minimum 15 hours of professional development required annually for all teaching staff. (DSS Requirement).

JOB DUTIES

- Create and implement weekly lesson plans in accordance with the First Steps 4K approved curriculum and ensures lesson plans are developmentally appropriate and reflects observations and assessments of individual children and goals
- Implementation of approved curriculum (Creative Curriculum, High Scope, Montessori) and Conscious Discipline
- Written lesson plans required
- Administration of Ages and Stages
- Circle Early Literacy Assessment
- Engages constructively with individual children during actives and routines.
- Adhere to the First Steps 4K guidelines.
- Attend all required First Steps and Department of Social Services trainings and obtain required continuing education hours.
- Participation at First Steps Academy and professional development trainings throughout the year.
- Follows attendance / tracking procedures. Maintains accurate attendance / tracking records at all times.

- Sanitary conditions are maintained at all times; site cleaning responsibilities are required as applicable. All materials used for sanitation are kept out of the reach of the children.
- Follows child abuse and neglect policies and procedures.
- Demonstrate effective listening, oral and written communication skills
- Maintain a positive work atmosphere by displaying professional behavior to ensure a safe and healthy environment for all students, coworkers, parents, supervisors, and the public
- Follow all A Child's Haven policies and procedures at all times

PLANNING FOR DEVELOPMENTALLY APPROPRIATE CHILD OUTCOMES:

- Implements a developmentally appropriate curriculum that reflects observations and assessments of individual children and goals.
- Participates in the curriculum planning meetings.
- Completes a weekly lesson plan.
- Plans and implements child-directed, child-initiated activities.
- Creates documentation of children's accomplishments through child portfolios.

SOCIAL AND EMOTIONAL DEVELOPMENT:

- Cultivates a sense of community in classroom by taking a leadership role; communicates respect, shares knowledge of curriculum and practice and child development and learning.
- Communicates directly with each child at the child's level.
- Engages and communicates constructively with individual children during activities and routines; takes every opportunity to positively extend children's thinking and potential for learning.
- Be available and responsive to children.
- Speaks with children in a friendly, positive, courteous manner.
- Encourages and models social behavior and expectations that are developmentally appropriate.
- Acknowledges feelings with sensitivity and demonstrate appropriate expression of emotions.

PROGRAM MANAGEMENT:

- Provide structure in the classroom by developing and clearly enforcing rules and expectations for class discussion and activities
- Ensure quality, comprehensive services including, health, and nutrition and parent involvement for all classroom participants.

PROFESSIONALISM:

- Obtains required continuing education hours.
- Demonstrates knowledge of ages and stages of development; understands the general areas of physical, social, cognitive, and emotional development for designated age group.

SPECIAL POSITION REQUIREMENTS:

- Understands the requirement of confidentiality about ACH families and staff and at all times maintains a respectful and professional demeanor in their public dealings.
- Adheres to federal HIPPA requirements.
- Must pass all required background checks.

ENVIRONMENTAL CONDITIONS:

- This is an in-person position that requires daily attendance at our treatment center
- Classrooms & Outdoor learning environments
- Community

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

SALARY RANGE:

\$35,000-\$45,000 Annually