

CORNING CHILDREN'S CENTER

107 ARTHUR STREET

CORNING, NY 14830

Job Description

JOB TITLE: Teacher

Supervisor: Lead Teacher

JOB SUMMARY

Under the supervision of the Lead Teacher, the teacher is responsible for creating an environment that promotes the social, emotional, cognitive, and physical growth of the children in their assigned classroom. She/he should serve as a team member in developing creative lesson plans and implementing them in their respective classrooms.

The teacher will work in cooperation with the Lead Teacher, Teaching Assistant, and Administrative Staff

EDUCATION, EXPERIENCE & TRAINING

- CDA (Child Development Associate), associate degree, bachelor's or master's degree in early childhood or Related field
- Minimum of three months paid or volunteer experience in a childcare setting
- Knowledge of children's developmental stages
- CPR and First Aid Certification (can be obtained within first 6 months of start of position)

DUTIES AND RESPONSIBILITIES

- **Arrive to work, In meetings, and trainings on time**
- Develop, present and evaluate appropriate lesson plans
- Supervise all classroom and daily routine activities
- Assist Lead Teacher/ Teaching Assistant in all daily preparation work and clean up
- Submit supply requests and work orders to the front desk in a timely fashion
- Establish and maintain a positive working relationship with parents and other staff members
- Establish a nurturing relationship with the children in your classroom and scn-e as a positive role model
- Ability to plan, manage and evaluate curriculum
- Support Lead Teacher in completing ASQ and Dial Assessments of children
- Proficiency in Microsoft Office and related sotiware, including Procure software
- Responsible for all Licensing requirements
- Maintains and models high standards of professional confidentiality

Physical Requirements

- Prolonged periods of standing and walking throughout the day
- Ability to walk to locations for field trips, etc. and to lead your classroom to those locations
- Potential for pushing/pulling strollers, cribs
- Must be able to lift 35-40lbs at a time
- Must be able to sit, bend, kneel, or squat throughout the day to be at eye level with children
- Ability to read written materials, for daily administrative and classroom purposes
- Must be able to communicate with children, their parents, and other staff members through verbal and written communication
- Reaches, carries materials, equipment and supplies for classroom activities, mealtimes, etc.
- Can supervise children in a variety of environments both inside and outside in different types of weather

Programming Requirements

- Knowledgeable about NYS Licensing Regulations and NAEYC accreditation standards
- Arrange space, settings, and materials in the classroom according to the highest standards in ITERS, ECERS rating scales
- Promote tolerance and foster social responsibility through multicultural and anti-bias **programming and environments**
- Organize on-site and community collaborations and field trips ensuring that the highest safety standards are met

The Center is open Monday - Friday 7am-6pm, except for designated holidays.

Individual performance appraisals will be completed when a new employee has worked for 3 months and then again when they have been employed 1 year and then annually thereafter. Goals and plans will be developed at the beginning of each evaluation period.