

## Northside Methodist Preschool Co-Teacher Job Description

**Title:** Co-Teacher

**Hours:** 8:30a.m. - 1:00pm (Additional hours to be specified for staff meetings, professional development, parent events)

### **Preferable Experience and Training:**

Applicant must hold a Bachelor's degree or higher. Field of education is preferred but not required.

### **Nature of Work:**

This is a professional position with the responsibilities for planning and implementing the day-to-day management of the classroom with your co-teaching partner. The teacher must strive to promote the vision and purpose of NMP and will be under the supervision of the Preschool Director.

### **Primary Responsibility:**

The teacher will be responsible for the health, welfare and safety of each child at all times. The teacher will plan activities that are developmentally appropriate for the social, emotional, spiritual, intellectual and physical growth of the early childhood age child in keeping with the Georgia Early Learning and Development Standards.

### **General**

- Report August – May, including and pre and post planning
- Attendance is required for faculty orientation, pre and post planning, staff and team meetings, and all school wide extra-curricular events
- Notify Director of absences
- Maintain current CPR certification and First Aid training
- Adhere to all responsibilities in the Employee Handbook
- Demonstrate a professional and cooperative attitude
- Collaborate regularly with co-teacher, resource educators, colleagues to develop a program around a base of inquiry and observation that supports the intellectual, social/emotional, moral and physical development of each child.
- Complete evaluations on students as needed for independent schools, psychologists or others
- Attend staff meetings, parent functions, collaborative meetings, professional development
- Complete self-evaluation and reflection and meet with Director for annual review

### **Curriculum and Students**

- **Classroom Organization:** Plan and implement classroom floorplan, including learning centers and organization of materials to provide an optimum learning environment. This includes materials and learning areas which provide for activities ensuring the social, physical, emotional and academic development of children.
- **Activities Planning:** Create and implement daily and weekly schedules and lesson plans, and have plans ready for review at all times. Provide daily scheduling of developmentally appropriate activities in the areas of language arts, math, play and socialization. Include time daily to work with children individually, in small center based groups and in large groups. Also provide ample free choice time for children to select their own activities. Lesson plans, calendars and newsletters should be completed and turned in to the Director at the beginning of each month

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- **Behavior Management:** Establish and maintain appropriate behavior management strategies and guidelines to encourage children to become more self-reliant and to relate to others in an appropriate manner. Provide positive teacher-child interactions. Model appropriate behavior, as well as language and communication skills.
- **Assessments and Records:** Assess the academic, social and physical development of each child throughout the school year. Keep assessment records in a confidential file in the main office. File should include anecdotal records, samples of the child's work, accident and incident reports, and notes on parent conferences and communications.
- **Communications:** Plan for and conduct conferences with parents at least twice a year. Provide regular communication about classroom activities at least weekly through email, newsletters and calendars. Maintain confidentiality about the performance and behavior of other children in the class when speaking to parents. Submit all forms in a timely manner to the Director for review.
- **Carpool:** Work carpool duty before and after school as assigned.
- **Safety:** Complete first aid and CPR training every other year. Practice safety and emergency drills on a regular basis; participate in emergency plan training. Keep classroom clean and organized; Two teachers (front/back) must travel with class at all times. Two teachers must be with their class on the playground, in the gym, and at chapel.

### Staff Evaluation

All teachers will be observed by the Director with the opportunity for self-evaluation. All evaluations will be documented in writing and are confidential

### Professional Development

- Opportunities for obtaining staff development hours are as follows:
  1. In-service training provided by the Director of the preschool
  2. Professional conferences, early childhood workshops, seminars and observation at other schools
  3. Approved community workshops or parent seminars
  4. Summer reading assignments

### Communication

- Communicate to Director on a regular basis on all areas of interest, concern and progress
- Maintain a commitment to professionalism by treating each child, colleague and parent with respect
- Demonstrate an ability to work collaboratively as a member of a teaching team
- Foster the partnership between home and school by establishing positive, interactive relationships with families through informal conversations and feedback
- Conduct parent/teacher conversations as specified
- Communicate through newsletters, web-based communication, documentation and regular feedback as appropriate concerning ongoing experiences in the classroom