



## **JOB DESCRIPTION**

**Job Title:** Teacher  
**Division:** New Beginnings Early Education and Care  
**Exemption Status:** Non-Exempt; F/T @ 40 hours/week

### **Position Summary:**

The Teacher is responsible for assisting the Lead Teacher in the overall direction and management of the classroom. The Teacher must carry out the goals and objectives of Springfield Partners for Community Action's New Beginnings Early Education and Care Center's educational philosophy and goals. Teachers are also responsible for the implementation of procedures and regulations of the Department of Early Education and Care (DEEC), Department of Children and Families (DCF), National Association for the Education of Young Children (NAEYC) and Springfield Partners for Community Action.

### **Authority:**

The Teacher for New Beginnings Childcare is selected and placed into the position by the Center Director.

### **RESPONSIBILITIES:**

- Know and maintain teacher/child ratios in compliance with DEEC.
- Possess a working knowledge of and adherence to NAEYC criteria.
- Assist Lead Teacher to create a classroom environment conducive to learning by employing a variety of appropriate teaching strategies and quality learning experiences.
- Keep children safe and healthy through proper supervision, thoughtful interactions and practicing good health habits including infant safe sleep practices.
- Ensure that all children are supervised by sight and sound at all times.
- Assist Lead Teacher in preparation of weekly curriculum and implementation of daily lesson plans.
- Assist Lead Teacher in maintenance of classroom portfolio in accordance with NAEYC standards.
- Assist Lead Teacher in completing child assessments/checkpoints.
- Respect the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics (including NAEYC code of Ethical Conduct), and state and federal laws.
- Document any incidents or accidents on the appropriate forms and provide a copy to appropriate personnel.
- Adhere to all DEEC and Springfield Partners policies and regulations.
- Report to Lead Teacher any special needs or problems of individual children and any cases of suspected child abuse or neglect.
- Take necessary and reasonable precautions to protect equipment, materials and the facility.
- Continue professional growth through attendance at staff meetings, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Perform other duties/responsibilities as assigned by the Center Director or designee.



**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Must have Teacher certification from DEEC.
- Matriculated in a college program in ECE or related field.
- Associate’s degree or higher in Early Education or related field preferred.
- Minimum of one (1) year classroom experience in early childhood setting.
- Current First Aid/CPR certification.
- Must have a documented current physical and required MMR.
- Experience working with lower income and diverse populations.
- Must possess exceptional organizational skills with great attention to detail.
- Sensitivity and ability to maintain confidential information.
- Ability to manage multiple tasks and projects in a fast paced environment with minimal supervision.
- Must work collaboratively with others, modeling our work place values, creating a great place to work and being a role model for others.
- Must maintain yearly training hours as specified by DEEC.
- Must maintain appropriate work habits, including regular and punctual attendance and appropriate use of planning time.
- Demonstrated initiative to identify projects, tasks, or other activities that will further the organization’s goals, obtain an appropriate level of support and complete the activity in a timely manner.
- All offers of employment are contingent on the results from BRC (CORI, DCF, fingerprints) check.

**LANGUAGE SKILLS**

- Ability to speak multiple languages desired.
- Ability to address all children at eye level and use appropriate language and tone when speaking to children.
- Ability to maintain clear, effective, positive written and oral communication with children, families, and staff.



**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to stand, sit, bend, twist, walk, run, and lift children.
- The employee must be able to lift and/or move up to 60 pounds.
- The employee must be able to supervise children by sight and sound.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee will be regularly working in a classroom environment, which includes bringing the children outside for a minimum of 60 minutes per day weather permitting.
- While performing the duties of this job, the employee is regularly exposed to inside weather temperatures and conditions.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. Springfield Partners for Community Action management reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Acknowledgement**

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty and task. I also agree management retains the right to change this job description at any time.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Agency Representative (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Agency Representative Signature



Date

Date