

**Position Title: Teacher (Floater)**

**Reports To: Program Director**

**Updated: July 20, 2015**

## **POSITION DESCRIPTION**

*Teacher* refers to a full-time or part-time member of the teaching team who shares responsibility with the *Lead and Assistant Teacher* for the care and education of an assigned group of children.

## **EDUCATIONAL, PROFESSIONAL & BACKGROUND REQUIREMENTS**

- CDA or ECE A.S. degree strongly preferred
- Minimum of 3 years related experience strongly preferred
- All candidates must pass a mandatory background check
- Interested in professional growth
- Possess the ability to promote the appropriate development skills in young children
- Good oral and written communication skills
- Ability to follow oral and written instructions
- Establish and maintain effective working relationships with staff

## **DUTIES AND RESPONSIBILITIES**

### **Professionalism**

- Maintain strict confidentiality and privacy in all matters regarding the Day Home, children, and families
- Establish and pursue professional goals annually
- Participate in continuing education opportunities to meet professional goals and the required hours of training for licensing and a three star rating on the Tennessee Star Quality Rating System (18 hours per year, minimum)
- Adhere to Fannie Battle's policies and procedures, including the Employee Handbook

### **Program**

- Implement assigned curriculum and curriculum objectives based on developmentally appropriate practice and Fannie Battle program philosophy
- Assist with on-going child assessment for the purpose of informing curriculum development and bi-annual reports of children's developmental progress
- Maintain anecdotal records on individual children

- Meet the emotional, social, physical and cognitive needs of each child as outlined in the Tennessee Early Learning Developmental Standards (TNELDS)
- Report suspected developmental delays
- Assist in developing curriculum objectives based on the developmental needs of the children
- Implement long range and weekly lesson plans in accordance with curriculum objectives
- Assist with the organization of materials and equipment needed to support and implement the curriculum plan

### **Family Relations**

- Maintain respectful communication with families
- Assist with preparation of family communications related to children's progress and classroom experiences e.g. bi-annual reports and parent-teacher conferences
- Participate and assist as needed in Fannie Battle planned family events

### **Licensing/Health/Safety**

- Maintain a safe and healthy environment
- Ensure that ratios are met at all times
- Meet all applicable licensing regulations
- Inspect and replace damaged or lost materials
- Report suspected child abuse as specified in Tennessee licensure rules
- Abide by the Standards of Conduct which specifies limits of discipline action
- Prepare and submit appropriate records including accident reports and incident reports as required by the Tennessee licensure rules. Incidents, accidents and injuries shall be reported to the parent and program director as soon as possible, but no later than the child's release to the parent or authorized representative
- Routinely inspect all center facilities used by children for safety, health, and/or fire violations and report deficiencies to the Program Director. Perform corrective action when appropriate (remove unsafe toys, broken glass, and etc.)
- Maintain proper supervision of children at all times indoors and outdoors
- Insure daily implementation of the family style food service

### **Supervision**

- Maintain effective working relationships with other staff
- Support and assist volunteers serving in the education program

### **SCOPE OF AUTHORITY**

#### **Essential Functions of Job**

Physical requirements: Stands or is on feet for extended periods of time and ability to lift 40 lbs

Ability to use the following equipment:

- Personal Computer
- Printer, copier, scanner, and fax
- Laminator

### **JOB RELATIONSHIPS**

**External:** Maintain a cooperative relationship with the Donor Community, Board of Directors, Volunteers, and Community Members.

**Internal:** Maintain a cooperative relationship with Administrative staff, Instructional staff, children and families.

As with many jobs in childcare and public service, it is not possible to anticipate every job contingency. Should the need arise, every employee at Fannie Battle Day Home for Children will assist in any way necessary to assure an efficient and cooperative environment for the children, families, and employees. This job description is not intended to be all-inclusive. Employee may perform other related duties as agreed upon to meet the ongoing needs of the organization.

At Fannie Battle, our employees are our best resource. As a result, we aim to recruit and retain the best. We offer: competitive wages for qualified candidates; paid time off and other benefits for full-time staff, and the opportunity to climb the career ladder due to our continued growth.

No phone calls please! To apply, submit a cover letter describing your interest in this opportunity and your resume to:

Antoinett McCutchen, Program Director

[amccutchen@fanniebattle.org](mailto:amccutchen@fanniebattle.org)