

JOB TITLE: FT Co-Teacher

PRIMARY PURPOSE: Provide a safe and nurturing environment for children that encourages their social, emotional, physical, and intellectual development. Assist in implementing a developmentally appropriate curriculum according to Summers-Knoll School to early childhood learning. Maintain positive relationships with parents, children, co-workers, and community partners. Ensure safety and supervision of children at all times by meeting all demands of the position.

CURRICULUM

- Foster positive self-concept by supporting individuality, independence, and the ability to make choices.
- Encourage creative expression.
- Demonstrate respect for diversity by providing anti-bias, non-sexist language, images, and experiences that reflect community (within and outside of the Summers-Knoll School's walls).
- Assist in implementing activities that are play-based, child-centered, and child/group initiated while limiting teacher-centered activities.
- Provide more than one option for group activity and maintain flexibility in changing planned activities, according to children's interests.
- Assist in the documentation of children's learning and development through anecdotal notes, collection of artifacts (children's work), recordings (photo, video, and audio), documentation panels, and portfolios (hardcopy and digital).

INTERACTION BETWEEN CHILDREN

- Respect and observe children's interests.
- Intervene when needed to maintain safety.
- Enhance children's play with language, materials, and activities.
- Be available and responsive to children's needs, questions, and requests.
- Encourage and model social behavior and expectations that are developmentally appropriate.
- Practice positive discipline techniques in guiding children's mistaken behavior that is in accordance with the Preschool Family Handbook.

INTERACTION BETWEEN STAFF & PARENTS

- Acknowledge parents/guardians and all school visitors. Demonstrate a friendly, courteous, and professional demeanor.
- Respond to parents' comments and concerns with sensitivity, interest, and respect. Maintain confidentiality.
- Assist in planning and attending classroom events and meetings.

PHYSICAL ENVIRONMENT, HEALTH, SAFETY, AND NUTRITION

- Maintain and follow all safety and health rules of the SK School.
- Supervise children at all times. Demonstrate awareness of the entire group while working with a small group or individuals.
- Know the number of children in your group and maintain the required ratios at all times.
- Maintain accurate attendance records throughout the day.
- Complete appropriate paperwork (i.e., injuries, medication, and allergies).
- Keep the environment and equipment safe, clean, and attractive. Encourage respect for classroom materials.

PROFESSIONALISM

- Maintain confidentiality about issues concerning other staff members, children, and families.
- Support organizational mission, philosophies, values, goals, and policies to parents, co-workers, and community.
- Ensure continuity of care for children by reporting to work on time and maintaining consistent attendance, and arranging and communicating leave requests in advance.
- Attend staff meetings, training sessions, and other school-wide events.
- Continue professional growth by attending courses, asking for feedback, and reading professional literature.

TEAMWORK

- Establish and maintain a relationship of cooperation and respect with co-workers.
- Assume classroom and school responsibilities as needed, including kitchen cleanliness, classroom cleanliness, children's files, etc.
- Participate actively with the teaching team through communication, collaboration, and curriculum planning.

PHYSICAL DEMANDS

- Follow state, federal, and SK School guidelines including immunizations, employment physical, and required health and safety training.
- Ensure children's safety while performing the following job functions:
 - Supervise and interact daily with children outdoors for extended periods in varied weather conditions.
 - Demonstrate a full range of motion to lift or hold children in the range of 10 to 40 pounds, reach, squat, climb, sit, and otherwise fully participate in activities.
 - Respond immediately and appropriately to multiple or unexpected situations or emergencies.

REQUIREMENTS

- Be at least 18 years of age.
- Meet federal as well as state requirements (i.e., TB test, physical, bloodborne pathogens).
- Complete 16 clock hours of professional development per year.

SCOPE OF AUTHORITY

- This position reports to the Lead Teacher/Program Director
- Must have prior approval from Director to:
 - Take time off from scheduled work hours/days or alter schedule.
 - Discuss behavior or developmental concerns with a parent.
 - Purchase supplies or spend petty cash.
 - Administer medication (in compliance with state requirements).
- May take action, but must inform Director and Lead Teacher when:
 - Caring for a child with a significant injury.
 - Acknowledging and listening to a parent's concern.
 - Filing a neglect and abuse complaint.
 - Recording an unusual incident.
- Takes duties of lead teacher when the lead teacher is absent.

TO APPLY, please submit the following documentation, in one complete PDF document via email to Clara Ashwood, Preschool Program Director, at cashwood@summers-knoll.org

- A resume

- A cover letter expressing your interest in the specific position and your fit with the school

- Three recent professional references that we may contact if you are selected as a finalist

Summers-Knoll School is an Equal Opportunity Employer.