

WEDGWOOD COOPERATIVE PRESCHOOL
TODDLERS/PRE-3S JOB DESCRIPTION 2018-2019

The Teacher's role in our cooperative preschool program requires working closely with both the children and their parents. The classroom Teacher provides an environment for children to grow emotionally, intellectually, socially, and physically. The Teacher also provides the parents with direction and serves as a model for working with young children.

Curricular and Classroom Responsibilities

- Plan and implement an age- and developmentally-appropriate, culturally relevant and anti-bias curriculum which maintains the high standards of Wedgwood Cooperative Preschool
- Plan a variety of first-hand experiences that will enhance and encourage children's independence, self-help abilities, and both cognitive and social development
- Establish a predictable but flexible schedule and environment that allows children a balance of active and quiet play, provides smooth transitions between activities, and follows best-practice guidelines including incorporation of the Washington State Early Learning and Development Guidelines
- Listen and respond to children at their level with the utilization of positive guidance techniques
- Take responsibility for organizing, setting up, and putting away materials and resources for the children's activities before and after class
- Spend class time observing, interacting, and participating in activities with children
- Demonstrate best practices in classroom activities
- Utilize both the indoor and outdoor classroom spaces on a regular basis
- Provide detailed plans for substitute teachers in the event of a classroom absence
- Work closely with all other Wedgwood Cooperative Preschool teachers to create and operate a high quality, cohesive educational program; includes participating in a monthly collaborative meeting
- Attend monthly class-by-class parent meetings, monthly All School Board meetings, and extracurricular school-wide events. Three out of four extracurricular school-wide events will be required (i.e. Sing-a-long, Fall Festival, Friendship Celebration and All-School Meeting) and the Teacher will be paid at an hourly rate of \$35 (gross) for attendance at three events (9 hours) or four events (12 hours), but will not be paid for attendance at fewer than three events. If the Teacher teaches more than one class at Wedgwood Cooperative Preschool, the Teacher shall only be paid once. The Teacher shall provide a written record of hours worked at extracurricular school-wide events to the All-School Treasurer.
- Make recommendations to the All School Board for purchasing equipment and supplies for the school
- Follow Health and Safety guidelines included in the Risk Management Manual in addition to CPR and First Aid Certification with a focus on children
- Have on record with NSC a current Washington State Patrol background check
- Submit to ADA requirements, including being able to lift and carry 35-60 pounds

Parental Engagement

- Provide curriculum plans and instruct parents in the role of assistant teacher
- Supervise parents in the daily operation of the classroom
- Ensure that parents in the Pre3s and 3-5s classes have the opportunity to lead frequent small group activities, providing planning assistance as necessary
- Serve as a team member, along with the Parent Education Instructor and child's parent, to develop individual goals for each child as necessary

Professional Collaboration

- Meet with the other Wedgwood Teacher(s) to foster relationships, build partnerships, create a curriculum scaffolding across the classes, and problem solve as necessary
- Work and consult with the NSC Parent Education Instructor to plan topics for parent education sessions, collaborate on supportive measures to strengthen class cohesiveness, and adapt curriculum to the needs of families as necessary
- Be prepared to share updates on your collaborative work at Board meetings

Professional Development

- Develop a yearly professional development plan to share with the Personnel Committee in September
- Attend workshops, classes, and/or observe other programs to improve teaching skills and broaden the curriculum