

**Job Title:** Teacher (ABC)

**Reports To:** ABC Coordinator

**Supervise:** on-site classroom staff, day-to-day supervision

**Status:** Contract, non-exempt

### **Job Summary**

Plan and implement learning experiences that advance the intellectual and physical development of children. Promote the involvement of the families of children in the ABC Program and support the development of relationships between children and their families. Promote school readiness for students and their families through focused initiatives.

### **Duties and Responsibilities**

1. Plan and record on daily lesson plans appropriate center activities for the growth and development of the children
2. Establish and maintain a safe, healthy learning environment and provide for children's feeling of security away from home. Develop and maintain a quality classroom learning environment as measured ECERS-R and ERS.
3. Ensure implementation of approved ABC Curriculum
4. Conduct activities necessary for effective center operations to benefit the education and welfare of the children
5. Responsible for development and maintenance of children's portfolio (or record) and distribution to parents at end of school year
6. Conduct ongoing assessments on each child to monitor pre-reading, pre-math and language skills needed prior to entering kindergarten for successful transition into the public school system. Develop individual teaching strategies to promote school readiness
7. Assist parents in any way to benefit and reinforce their work as prime educator of their children
8. Facilitate staff and parent use of all other services that assist in the development of the child's full potential and social competence for school readiness
9. Responsible for Parent Involvement Services in the center; including coordinating health/dental exams with parents

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10. Responsible for sensory and developmental screenings within 45 days of enrollment using recognized and standardized screening tools.
11. Mandated reporter of suspected cases of Child Abuse and Neglect
12. Report online work sampling of ABC children to the Arkansas Division of Child Care and Early Childhood Education or other designated agency using the prescribed software
13. Conduct 2 Parent-Teacher conferences each school year
14. May be asked to serve as Mentor-Coach
15. Perform other duties as assigned

### **Qualifications**

Associate, Baccalaureate or advanced degree in early childhood education or in a field related to early childhood education with experience teaching preschool children required. Arkansas teacher license with P-4 certification preferred. (license may not be provisional or initial). Experience working with low income families beneficial. Supervisory experience helpful. Excellent communication skills required. Intermediate knowledge of computer operation required. Must have a valid driver's license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to lift up to 50#.

### **Physical Demands**

Frequent lifting and moving of classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture, occasional driving to training and home visits,

### **Non-Physical Demands**

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics