



## **Classroom Staff Job Description**

Responsibilities and Expectations Include, but are not limited to –

### **Daily Expectations**

- Safety inspection of every classroom/playground/space before children arrive
- Counting and name-to-face Active Supervision at Arrival and throughout the day
- Attendance maintained in Brightwheel
- Attendance ROMS at every meal/snack reported to Kitchen
- Follow daily cleaning schedules specific to classrooms, bathrooms, and shared spaces
- Maintain Brightwheel posts for each present child throughout the day
- Comply with all Colorado State Childcare Licensing Rules & Regulations
- Comply with all Colorado State Health Department and Tri-County Health Department rules & regs
- Comply with all CACFP and food service rules & regs
- Comply with all Milestones Early Learning & Preschool Policies and Procedures
- Model the Mission, Vision, and Values of Milestones Early Learning & Preschool

### **Emotional Support**

- Foster warm, supportive relationships between teachers, among children, and between teachers and children
- Create a quiet, cozy area of the classroom
- Create a quiet, cozy area of the classroom for only one child to occupy at a time
- Frequently display a positive affect
- Encourage positive forms of communication through affection
- Consistently demonstrate respect for one another
- Show awareness and support for children's needs
- Allow for flexibility, autonomy, leadership, and student expression

## Curriculum

- Review planning and implementation of The Creative Curriculum (CC)
- Participate in planning, collaborating with assistants and co-teachers and teachers
- Create weekly lesson plans for supervisor review by Thursdays for the following week
- Approved lesson plans must be posted on Parent Board by Fridays for the following week
- Collect 40 documented observations a week in TS Gold that reflect CC's Objectives for Development & Learning
- Maximize learning time by providing a provision of activities and child choices
- Continue professional development to improve practices that best support the growth and development of children and School Readiness
- Maintain inventory of classroom materials and supplies

## Playground/Outside

- Use the playground/outdoors as an extension to the classroom
- Plan for engaging outdoor activities and games
- Counting and name-to-face Active Supervision must happen the entire time outside
- Interact and play with children
- Teachers should be "Zoned" and spread out at different parts of the playground
- Enforce playground rules for safety
- Always bring filled water bottles and carrier baskets outside for children
- Apply sunscreen and document time of application. Re-apply sunscreen and document every 2 hours
- Clean up the playground after every use so that it is ready for the next group

## Classroom Management

- Establish strategies for maintaining routines, schedules, and expectations for individual children and for the group
- Use a visual schedule, feelings chart, and classroom jobs chart
- Maintain Productivity
- Plan engaging activities throughout the day for one-on-one interactions, small groups and large groups
- Plan for transition times to be brief
- Prepare materials to be ready and accessible
- Take necessary precautions
- Do not use negative or punitive control to manage children
- Never use aggression, humiliation, or physical control to manage children

## Health and Safety

- Actively Supervise children at all times – NO CHILD MAY EVER BE LEFT ALONE
- Never leave a classroom out of ratio
- Take responsibility in reporting unhealthy or unsafe incidents to a Director

- Follow daily cleaning schedules specific to classrooms, bathrooms, and shared spaces
- Model and enforce healthy practices, such as frequent hand-washing, face-washing, nose blowing, covered coughs, sneezes, etc.
- Follow training instructions on proper diaper changing, and toileting practices
- Keep CPR/1<sup>st</sup> Aid training current
- Keep all other required trainings current

### Interactions with Families

- Greet families at drop off and pick up in a warm and inviting manner
- Interact and invite families into the classroom in a friendly and positive manner
- Lead conversations with strength-based details when communicating with families about children
- Information posted to Brightwheel must be appropriate, professional, and positive
- Treat all people with respect
- Keep other children's, families, and co-workers' confidentiality when speaking to a parent/guardian
- Keep a professional attitude
- Keep parents/guardians informed about their child's growth and development
- Act as a resource for families, and/or encourage families to use Directors as a resource
- Schedule and maintain regular conferences with parents/guardians
- Model the Mission, Vision, and Values of Milestones Early Learning & Preschool

### Work Conditions

- Emotional: Must be able to work under pressure. Must be confident and comfortable in exercising emergency procedures and/or administering 1<sup>st</sup> Aid/CPR. Must be able to adapt to changing conditions that may arise during the day. Sometimes, due to classroom coverage, or ratios must be flexible and prepared to work with any age group.
- Physical: Dress comfortably, yet professionally, follow dress code guidelines. Must be able to stand for extended periods of time, lift up to 50 lbs., bend to interact with children, sit on the floor with children, and move quickly to ensure children's safety.
- Environmental: Must be able to be outside through all varying temperatures and weather conditions, dress accordingly.

### Professional Development

- Attend and participate in bi-monthly meetings and In-Service trainings
- Attend all Parent-Teacher Conference days
- Assume responsibility for continued education and professional growth
- Continual training with PDIS, ITERS/ECERS, myTeachstone, CLASS, Teaching Strategies, and any other trainings assigned
- Keep all required trainings current
- Bring your concerns to a Director
- DO NOT participate in gossip

- Communicate and be open to all input and feedback from supervisors, Coaches and Reflective Supervision

Please initial –

\_\_\_\_\_ I understand that the above list of responsibilities and expectations are a requirement of my job and are not limited to only this list.

I understand that through my Onboarding and probationary period of employment with Milestones Early Learning & Preschool that it is my responsibility to fulfill and maintain these responsibilities and expectations.

\_\_\_\_\_ I understand that this list is not all inclusive of responsibilities and expectations of my job, but that it is a good outline of what is required of me in the classroom.

\_\_\_\_\_ I understand that if I have any questions or need further explanation it is my responsibility to consult with a supervisor.

\_\_\_\_\_ I understand that this job description may be edited by The Employer.

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Employee Name/ Signature

Date

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Director Signature

Date