



Master Teacher Job Description

Direct Supervisor: Department Manager
Responsible to: Director of Early Childhood Operations, Executive Director and any Member of Management
Supervises: Assistant Teacher, Department Aides, Area Support
Safety-Sensitive: Yes
Work Assignment: 8 hours per day

Qualifications

- Education and Experience:
 - Master is ECE or related field
 - BS/BA in ECE will be considered
 - 45+ hours of ECE credits
 - 5 years of experience
- Demonstrated ability or requisite personal qualities to work well with children and adults

Children's Center Philosophy and Program Expectations

- Place children as the first priority
- Promotes teamwork and shows respect for employees
- Attends scheduled staff and team meetings
- Acquires at least 25 hours of professional development annually
- Develops and maintains relationships with families

Interactions with Parents and Staff

- Works to build positive relationships with parents and co-workers
- Communicates effectively with other adults in the program
- Demonstrates respect for parents and co-workers
- Works as a part of a team with concern for the entire program

Interactions with Children

- Exhibits positive interaction through communication, actions, contact, and responsiveness
- Teacher encourage language development through activities, songs, questions, books and other means
- Utilizes appropriate child guidance

Classroom Responsibilities

- Provides and makes accessible developmentally appropriate learning materials
- Arranges classroom in such a manner as to encourage children to explore and discover
- Delegates work to Assistant Teacher and Area Support
- Submits building maintenance forms for classroom and facility repairs

Initial: 08/00

Revised: 11/07, 09/08, 05/10, 12/14, 12/18, 10/20

Reviewed: 06/06, 06/09, 06/11, 06/12, 04/13, 4/15, 3/16, 4/17



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- Updates child portfolios to include examples of child work and progress reports
- Completes GOLD assessment for each child three times a year
- Uses the assessment results to modify the curriculum to meet the needs of each individual child and the classroom
- Maintains daily schedule while meeting the needs of the children
- Submits supply requests in a timely manner
- Maintains equipment and furnishings to meet quality approval standards

Activities and Environments

- Conducts parent/teacher conferences
- Maintains a clean, organized and inviting classroom environment
- Uses the outdoors as part of the learning environment
- Implements curriculum and other learning experiences

Team Responsibilities

- Aggregate GOLD results by individual, classroom and sister rooms (3 rooms in all will work together)
- Use assessment results to modify curriculum to meet needs of individual child and classroom
- Research to find appropriate activities to meet curriculum goals for individual child and/or class
- Host monthly meetings with assigned classroom teachers to discuss curriculum, activities, portfolios, GOLD assessments
- Develop meeting minutes and action plan and submit to Director of EC Operations

Health, Safety and Emergency Procedures

- Required First Aid/CPR training in order to perform critical life saving measures if necessary
- Responsive to Level I, II and III child safety protocols
- Has a thorough knowledge of and follows emergency plans
- Understands and follows all child supervision policies and procedures
- Records daily attendance
- Records food records, serves children and models during meal times
- Abides by all health and safety standards
- Checks children for signs of illness or accidents
- Dispenses medication according to procedures
- Follows all HWCEC and DHS policies and procedures

Work Ethic and Professional Responsibilities

- Maintains professional appearance
- Meets program requirements for attendance
- Maintains professional composure during a busy working day

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- Exhibits judgment and independence
- Shows initiative and is open to new ideas

Other Related Duties as Assigned by Immediate Supervisor