

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Master Teacher

**POSITION SUMMARY:** Assumes responsibility for general supervision, development and education of children. Supervises one classroom and up to five staff.

### **POSITION OVERVIEW:**

- Employment Type: Full time/Exempt
- Salary:
- Location: Center Based
- Job Category: Education
- Reports to: Center Director
- Supervises: None

### **PRIMARY RESPONSIBILITIES:**

- Assumes all duties of the Teachers, Associate Teachers, Teacher Assistants, and Teacher Aides.
- Plans, supervises and implements the program in accordance with the policies and philosophy of Kidango.
- Completes and maintains the following reports and documents including but not limited to: restraining orders, suspected child abuse reports, unusual incident reports, injury/death reports, staff accident reports.
- Reviews scheduling of all staff. Schedules and regulates staff working hours according to
- Child/teacher ratio and site needs.
- Reviews performance of staff, substitutes, student teachers and volunteers as needed.
- Responsible for meeting all licensing regulations, agency policies and agency procedures.
- Updates records on site including but not limited to (enrollment, attendance, meal counts, daily logs, curriculum, child observations, and parent participation) as needed.
- Keeps records of all classroom documentation for 1.5 years, then returns to administration.
- Assists Center Director in the following areas: enrollment, supervision of staff, conducting PAC meetings, conducting site meetings, attending agency meetings, and other areas as assigned.
- Maintains confidentiality of children, families and employees.
- Assists in submitting maintenance work orders in a timely fashion.
- Assists with Quarterly health and safety checklist.
- Provides a pleasant, safe, and clean learning environment for children.
- Keeps inventory, order and purchase site supplies as needed.
- Provides developmentally appropriate curriculum and activities for children.
- Using a team approach implements the individual goals and objectives that are set for each child through their IFSP, IEP, or developmental assessment.
- Meets the individual needs and interests of children in relation to their cultural, social and economic background.
- Greets children, parents, staff and guests as needed.
- Provides quality services to children and their families in accordance with NAEYC standards.
- Works as a member of the agency team by promoting the mission and philosophy of the
- Participates in activities that furthers own professional growth.
- Provides accurate information. Gives tours of sites and classrooms as needed.
- Maintains and encourages professional, positive, constructive communication with staff and families.
- Assists other centers when requested.

- All other duties as assigned by Center Director, Regional Director, Deputy Director or Executive Director.

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- Master Teacher permit required, site supervisor permit preferred.
- Two years of experience working with children and including 3 units of infant care if working in an infant program.
- 1 year of supervisor experience preferred.
- Ability to provide leadership and accept responsibility.
- Able to lift 35 pounds chest high.
- Bilingual a plus.
- Complete CCL Component 1&3, within 3 months of employment.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

**HOW TO APPLY: To apply for this position please complete an application at**

**<http://www.kidango.org/Careers>**

**You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.**

