



## TALKERS (TWO YEARS OLD) TEACHER JOB DESCRIPTION

16010 Greater Grove Boulevard, Clermont, FL 34714

Telephone: (352) 242-6232

[www.aquarellekids.com](http://www.aquarellekids.com)

**I. POSITION SUMMARY:** The two year old teacher is responsible for all aspects of the care and education for the children enrolled in his/her class. Responsibilities may include but are not limited to the following: physical care-giving, developmental assessments, following an age appropriate curricular plan, and facilitation of supportive relationships with owners, director, co-workers, parents, and students.

### II. MINIMUM QUALIFICATIONS:

- Successfully complete the hiring packet, W-4, and all state regulations required for the position.
- Successfully completed the forty-five hours of state-mandated courses & actively pursuing CDA.
- Successfully complete twelve clock hours of professional in-service yearly.
- Comfortable with team-based work structure, ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious and provides complete follow-through on areas of responsibility.

**III. ACCOUNTABILITY:** The two year old teacher is accountable in all areas of school policy to:

- Director of Aquarelle Kids Academy.
- Owners of Aquarelle Kids Academy.

### IV. ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

Responsibilities of this position will include but are not necessarily limited to the following:

#### Early Childhood Programming:

- Ensure the safety of each child enrolled in the class whether in the classroom, on the playground, or in common areas.
- Maintain regular observation and evaluation of children's development and progress as directed by administration.
- Maintain portfolio for each student.
- Complete weekly lesson plans, goals, and newsletters.
- Accept and maintain responsibility on a daily basis for the ordered arrangement, appearance, décor, and cleanliness of the learning environment of the classroom.
- Plan and implement age and developmentally appropriate classroom practices that will include the areas of spiritual, physical, emotional, social and cognitive needs of the young children.

#### Interaction with Children:

- Serve as a role model for the children in the areas of attitude, speech and actions on a daily basis.
- Treat each child with dignity and respect for his/her cultural background.
- Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions.
- Interact with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play, etc.
- Be consistent, but lovingly enforce classroom discipline plan and reward system.

#### Relationships with Parents:

- Respect the cultural differences and socioeconomic diversity of all parents.

- Communicate with parents through daily reports and newsletters.
- Return all parent phone calls or letters within twenty-four (24) hours.
- Greet parents daily as they drop off and pick up with a warm smile and positive comment about their child.
- Ensure parents receive and sign accident reports or incident reports.

**Supporting Staff Relationship:**

- Attend all scheduled staff meeting and pre-planning sessions.
- Maintain current infant/child CPR and first aid certification.
- Attend Early Education Conference or other approved conferences annually.
- Complete twelve clock hours of professional in-service annually.

**Administrative Functions:**

- Complete and submit weekly lesson plans, goals and newsletters by Thursday to the Director.
- Turn in request forms for time off at least seventy-two (72) working hours in advance.
- Requests will be approved on a first come basis.
- If out sick, turn in time-off form upon the day of your return.
- Clock in & out on time. Overtime must be pre-approved by the director or owner.
- Excessive tardiness will be documented and may result in a written reprimand.

**V. PHYSICAL REQUIREMENTS:**

- Consistently able to observe and respond to children’s needs, emergencies, and/or conflicts that might occur in the classroom, on the playground, and/or in common areas.
- Consistently able to supervise up to eleven children alone without supervision or support.
- Consistently able to supervise children outside while exposed to the sun, rain, and/or weather and temperature changes.
- Consistently able to lift children up to 50 lbs. from floor to waist height.
- Consistently able to carry child up to 50 lbs. for up to 100 feet.
- Consistently able to kneel or crouch down to maintain eye contact at child’s level.
- Consistently able to sit on the floor to work with children and to reach high enough to make contact with children on all playground equipment.
- Consistently able to react to a child that is 20-30 feet away within 30 seconds.
- Consistently able to respond to children’s first aid needs (inside and on the playground), which may include cuts, bruises, blood/bodily fluids.
- Consistently able to establish clear communications orally and in writing (in the English language) to children, parents, co-workers, and administration.
- Consistently able to deal effectively with the stress involved in working closely with children, parents, co-workers, and administration.

I \_\_\_\_\_ have read the above job description, the contract, and have been given a copy of the Employee Policies & Procedures Handbook. I am aware of and in agreement with the expectations for this position.

Teacher signature:	Date:	Director Signature:	Date: