

Ascension Episcopal Day School

2s Teacher Job Description

OVERVIEW

The 2-year-old teacher will work in a classroom of children who turn two-years-old by September 1 of the accompanying school year. The child:teacher ratio in the 2s classroom is 8:1.

ESSENTIAL FUNCTIONS

- Create an environment that is conducive to promoting the academic, social, emotional, and physical growth of the children in her/his care.
- This position requires enthusiasm, classroom leadership, and communication skills along with a warm and nurturing disposition.

CURRICULUM RESPONSIBILITIES

- Come to school prepared to teach, lead, and assist the children with their learning and needs.
- Use circle time, learning/play centers, and teacher-led activities to teach developmentally appropriate skills in the areas of early reading (ABCs), Math (123s), and Science.
- Develop social studies themes that teach developmentally appropriate skills relating to manners, communication, sharing, and playing with others.
- Teach through art projects and activities that foster fine-motor skills and age-appropriate curriculum knowledge
- Post monthly lesson plans on the bulletin board outside of your classroom.

HEALTH AND SAFETY

- Ensure the safety and emotional well-being of the children in your care.
- Keep your classroom orderly and perform basic cleaning tasks to ensure the health and safety of the children within your care (ex. wipe down tables, clean toys, sweep after meals).
- Ensure all health and safety requirements are being met within your classroom: blind cords wrapped up and out of reach, outlet covers in place, cleaning supplies in a container out of reach of children.
- Remain up to date with Health and Safety Training and CPR training as outlined in the Staff Handbook.

COMMUNICAITON WITH PARENTS

- Communicate with parents about their child's progress in a warm and inviting manner.
- Use the Brightwheel Platform to send all communication with parents
- Create a monthly newsletter for parents to communicate curriculum goals for the week.

OTHER RESPONSIBILITIES

- Attend monthly faculty meetings.
- Assist in ensuring the playground and other areas outside of your classroom are left tidy
- Assist with and attend special events in which your students participate
 1. Trike-a-thon and art show
- Maintain a positive relationship with the Church of Ascension and help children grow in their love of God by leading them in the AEDS prayer each day and sharing books, songs, and other resources that promote a love of Christ.

QUALIFICATIONS

- Experience with young children.
- CPR Certification
- Completion of the Health and Safety Training
- Completion of the Safeguarding God's Children as outlined by the Episcopal Diocese
- A completed background check completed by the State of Alabama
- A role model who demonstrates respect, self-discipline, and a love of learning
- Effective verbal and written communication skills
- A warm and nurturing disposition towards children
- A warm and respectful disposition towards adult peers and supervisors

OTHER SPECIFICATIONS

- Reports to: AEDS director
- Position: Part-Time
- Work Schedule: Typical schedule is 8:30-1:00 during days worked (TTh, MWF, or M-F – determined via contract)
- Compensation: 9 month salary divided among 9 or 12 months with paid time off days equaling 2X the number of days worked per week