

Keshet Teacher Job Description Created 8/12/21

Job Title: Keshet Teacher with special needs support experience

Reports To: Early Childhood Education Director

Job Overview: Implements both Judaic and secular curriculum to meet the needs of all learners in a specified early childhood age group. The educator will create a safe and comfortable environment for all children, as well as provide age-appropriate supervision and discipline. The educator will communicate effectively with a co-teacher, parents, and Director.

Responsibilities and Duties

Educational Responsibilities

- Create and implement developmentally appropriate activities in the range of art, music, science, mathematics, and Judaic education
- Is comfortable using a variety of teaching methods, including whole group and small group instruction, centers, and individual exploration
- Submits lesson plans and requests materials before the end of the month
- Supports children with special needs
- Utilizes resources to meet the needs of all learners

Classroom Management Responsibilities

- Sets physical space in classroom to accommodate and be proactive towards all students
- Use a variety of techniques to help meet the emotional, social, and educational needs of the students
- Consider the student's social, emotional, physical, and cognitive needs when implementing discipline techniques
- Use positive reinforcement as a primary tool for classroom management
- Document student behavior patterns when necessary, as indicated in the teacher's handbook

Communication Responsibilities

- Greet each child and adult daily as they enter the room
- Always communicate grievances in a calm, respectful, and appropriate manner
- Send out daily email to parents and Director as communication via email regarding activities and reminders for the day
- Communicate with parents about children's performance as needed, and include the Director in on communication (follows teacher's handbook with regard to language)
- Speaks with a respectful tone, and is conscientious of words
- Communicate regularly with the Director with regard to the classroom and any needs with children or co-workers

Health and Safety Responsibilities

- Know where students are at all times
- Use proper handwashing techniques, and encourages all students to do the same
- Assists and interacts with children during outdoor play, as well as in the muscle room
- Is aware of allergies and follows guidelines to ensure a classroom environment that is allergy-friendly
- Keep classrooms clean and sanitary
- Report maintenance issues
- Attend annual emergency trainings
- Review and practice procedures outlined in TBE emergency handbook

Professionalism

- Arrive at Keshet at least 15 minutes before school starts and stays at least 15 minutes after school ends
- Wear appropriate footwear and clothing (see Handbook)
- Proactively prepare any classroom materials
- Give appropriate notice for any absences, and makes every attempt to find a substitute
- Stay calm in tense situations
- Respond appropriately to constructive feedback, and uses it as an opportunity to grow
- Attend monthly staff meetings

Behavioral Expectations

- Be respectful of Senior Staff direction
- Get along well with others, do not disrupt the operation
- Be responsive to others' needs and be seen as helpful
- Be aware of one's behaviors and impact on others
- Work within the scope of one's job
- Understand the relationship of one's job to others' responsibilities
- Look to create efficiencies and improvements
- Take ownership for one's actions
- Be friendly and engaged when at work
- Collaborate to get the job done