

## Jubilee Job Description

**Position Title:** Teacher

**Education/Qualification:** AA degree in ECE or higher, preferred CDA Certificate or in the process of soon to receive a CDA with recorded documentation, experience working with children of various ages.

**Report to:** Administrator/Assist. Administrator

**Summary:** Safety First!!! All eyes and attention on students at all times!!! To Generate a loving, caring, learning, clean environment. Responsible for classroom operations, classroom activities, weekly lesson plans, maintain readily available and accurate record keeping as require by state mandate. Provide daily services to students, stimulate hands-on learning experiences that creates growth potential for all students. Maintain consistent and punctual attendance.

### **Essential Duties and responsibilities:**

- Maintains accurate record keeping and count of each student.
- Record student attendance and absences according to procedure.
- Develop weekly lesson plans and objectives.
- Plans, develops, and implements group and individual daily schedule that is developmentally appropriate.
- Plans and coordinates activities to stimulate growth in cognitive, language, social and motor skills, etc.
- Provides services for individual students as needed.
- Comply with the education content mandates of standards, objectives, program assessments, work plans and portfolios.
- Stay current on curriculum and on instructions given.
- Complete trainings that are required.
- Utilizes pre and post assessment software to track each child's individual developmental skill level outcomes as required by performance standards.
- Submit All student records and reports daily
- Cooperate with other JCCC professional staff team members and maintain a positive relationship.
- Maintain good Parent/Teacher relationships
- Maintain consistent and punctual attendance
- Perform other duties assigned by the administrator