



## Job Description-Parents' Day Out Teacher

**Purpose:** The PDO teacher is responsible for providing a safe and developmentally appropriate program in accordance with all policies and procedures set forth in the Staff Handbook. Teachers must be highly energetic and focused on providing a loving and engaging environment for children. The ability to be a team player (with co-teacher and staff) and build positive relationships with children and families are key components to our program.

### Key Responsibilities and Expectations:

- Knowledge of child development, ages/stages of growth in all areas for planning and assessment
- Plan, collaborate, and implement, with co-teacher, a developmentally appropriate preschool curriculum for young children in a Christian environment that includes foundational curriculum to support all areas of development. Teachers are also responsible for bulletin boards, other display areas, classroom environment, all while meeting the expected safety requirements.
- Share with families the classroom plan, activities, and learning goals for the child via a monthly newsletter/calendar, email, in person, and parent/teacher conferences twice a year
- Provide engaging and stimulating activities that are age appropriate for child participation
- Supervise children and ensure a safe, loving environment, with routine and consistency
- Care for children- can be physically demanding such as lifting and carrying children, spending time on the floor, and maneuvering around the room quickly during supervision. Also caring for children in stressful situations, including but not limited to, high noise levels, children who are ill, specific smells related to toileting, changing diapers, and emergency situations.
- Maintain a clean environment with upkeep of the classroom, weekly cleaning of toys, and sustain organized teacher work areas and kitchen with the understanding that it's shared space
- Communicate daily with parents, colleagues, and members of St. Luke's Church and community
- Maintain a high level of professional behavior that models the Christian values of St. Luke's, including maintaining a high level of confidentiality and respect for others