

The Falls Church Episcopal Day School Job Description--Teacher

Function The teacher shall be responsible to the Directors for the planning, supervision, and implementation of appropriate classroom activities for the group to which she has been assigned. The teacher shall use the appropriate curriculum benchmarks in the *Programs of Learning* to guide the selection of activities toward classroom and individual goals for children. The teacher shall be responsible for communicating the developmental progress of each student to his/her family. In addition the teacher will be responsible for following procedures in Policies and Procedures.

Duties:

1. Develop curriculum which supports the goals of the *Programs of Learning* and addresses the particular developmental needs and readiness level of the children in the class. Lesson plans and parent letters will be submitted to the Director, or the Director's designee, on a monthly basis and in a timely fashion.
 2. Communicate with parents regarding child's progress.
 - a. Teachers of two year olds shall have one (1) phone conference held in October; one (1) phone conference held in January and parent conference in Spring.
 - b. Teachers of three year olds shall have one (1) phone conference held in October; one (1) parent conference in January and, if needed, in April; and one (1) written progress report per school year in the spring.
 - c. Teachers of four year olds, pre-kindergarteners, and kindergarteners shall have one (1) phone conference held in October; two (2) written progress reports, the first in January and the second in spring; one (1) parent conference shall be held in January and, if needed, one in April.
 - d. Teachers will respond to parental requests for an additional conference in a timely fashion.
- ALL WRITTEN REPORTS, PORTFOLIOS, AND CHECKLISTS ARE TO BE REVIEWED BY THE DIRECTOR BEFORE GOING TO THE PARENTS. COPIES OF PROGRESS REPORTS AND CHECKLISTS MUST BE PLACED IN EACH STUDENT'S FILE, MAINTAINED IN THE OFFICE NOT LATER THAN THE LAST STUDENT DAY OF THE YEAR.**
3. Follow through appropriately on all opportunities for Christian ministry to the children and their families.
 4. Assign to assistant teacher, tasks and responsibilities for the classroom consistent with their job description. A written list of duties should be provided to the assistant. Assistants will be given a copy of lesson plans, and be included in discussion for developing lesson plans and student assessments.
 5. Attend monthly staff meetings, age level monthly curriculum meetings, and other meetings as assigned, including Parent Orientation in September.
 6. Participate in special training and other opportunities of growth as required in *Policies and Procedures*.
 7. Provide a monthly letter, approved by the Director, or Director's designee, to each parent advising families of the month's activities.
 8. Maintain a portfolio for each student to include samples of work, anecdotes, photos and developmental milestones. Developmental progress is to be evaluated according to the standards in The Work Sampling System developed by the University of Michigan and noted on The Work Sampling System Developmental Checklist.
 9. Advise the Director of any conference with a parent concerning a child in which parental concerns are addressed.
 10. Remain with their classes during special programs, e.g. music, resource programs, Chapel, and playground to provide support for the activity.

11. Discuss a child with his/her own parents **only**, never with other parents and never in front of child, other children, or other parents.
12. Keep community areas including, the Resource Room (aka Cave,) clean and attractive. Shelves, closets, and cubbies should be organized and free of clutter.
13. Guide the children to develop a sense of responsibility for the school and for their personal belongings.
14. Plan and maintain and renew learning centers that support an active leaning environment.
15. Wash toys weekly or as needed.
16. Responsible for seeing that all equipment is put away and the classroom is ready for the next day.

Lead teachers are required to post in their room, available for assistants and substitutes:

- A class list
- Allergies
- Daily class schedule
- Emergency substitute plans including all project/activity supplies
- A set of name tags

The Teacher is responsible to the Directors for the performance of the above stated duties as well as those mutually agreed upon to meet the goals of this ministry and the children in their care.

