JOB DESCRIPTION

JOB TITLE: Teacher (Non-Exempt)  SUPERVISOR’S TITLE: ______________ (please add title the position will report to, e.g. Director or Education Coordinator)

Primary Purpose

Provide a safe and nurturing environment that encourages children’s social, emotional, physical, and intellectual development. Plan and implement developmentally appropriate curriculum according to guidelines established by Bright Horizons and other designated quality standards. Incorporate Bright Horizons’ mission, culture, goals, values (HEART Principles), philosophies, and policies into day to day work. Maintain positive relationships with families, children, colleagues, and supervisors. Ensure safety and supervision of children at all times by fulfilling critical health and safety duties. Celebrate and value all children and adults by welcoming and honoring their unique abilities and backgrounds. Fulfill mandated reporter requirements as defined by the appropriate State agency including immediately reporting any suspected cases of abuse and neglect to the agency, and informing the director.

Major Functions/Responsibilities

Staff/Child Interactions

- Interact with children frequently, affectionately, and respectfully at their level in all settings. Encourage and model social behavior and expectations that are developmentally appropriate. Use positive guidance techniques when responding to children’s behavior per Bright Horizons’ policies and applicable state requirements. Give children your full attention. Be available and respond promptly and appropriately to their needs.
- Enhance children's play with language, materials, and activities. Engage in frequent conversations with children and look for opportunities to expand their learning and extend their thinking.

Supervision, Health and Safety

- Keep children within limits of sight and sound supervision at all times. Maintain accurate attendance tracking sheets (We Care) throughout the day. Know the number of children in your care, and maintain required staff/child ratios.
- Follow all health and safety procedures established by Bright Horizons and other designated quality standards. Encourage children to utilize appropriate health, safety, and nutritional practices.
- Maintain a safe, clean, appealing, and organized work area which is accessible to children.

Program/Curriculum

- Support children’s growth and development in all domains by fully implementing Bright Horizons curriculum, including signature practices and enrichment programs. Plan classroom daily schedules that provide a balance of activities. Maintain flexibility to change planned activities according to children's interests.
- Provide a variety of developmentally appropriate materials and activities which foster social skills and encourage children to problem solve, question, experiment, and be creative. Celebrate diversity by providing materials and experiences that reflect both location and global communities.
- Create documentation of children’s learning, daily experiences, and accomplishments through daily notes, documentation panels, our child assessment system - Teaching Strategies Gold (TSG), and portfolios.
Family Partnerships

- Welcome and greet all visitors and families, including those attending for back-up care, with a friendly and professional demeanor. Respond to parent/guardian comments and concerns with sensitivity, interest, and respect. Share positive, individualized information with families daily regarding the development and specific activities of children. Conduct periodic family conferences to discuss transitions and developmental goals for children.

Professionalism and Teamwork

- Develop positive relationships with colleagues through professional and respectful communication and collaboration. Proactively work to resolve issues and concerns. Assume a fair share of responsibility in the classroom. Demonstrate initiative, and look for ways to be helpful in meeting the needs of children, the classroom, and teaching team.
- Ensure continuity of care for children by reporting to work on time and maintaining consistent attendance. Demonstrate flexibility to scheduling adjustments based upon program and center needs. Attend all mandatory meetings including staff meetings, trainings, and other location events. Actively contribute to program initiatives and positive work environment.
- Demonstrate commitment to lifelong learning by actively engaging in continuing professional development. Respond to and integrate change in a positive and constructive manner. Take responsibility for actions. Give and receive feedback with respect and a willingness to make suggested changes for professional growth.
- Protect confidential information related to staff and families, and treat necessary communications related to such information with sensitivity.

Decision Making Authority

- Make routine decisions regarding classroom management, respond to children’s needs, create and implement lesson plans (subject to review by supervisor). Use good judgement, and ask for assistance where needed.
- **Must** comply with mandated reporting requirements. Suspected child abuse or neglect must be promptly reported to the appropriate State agency, or to the center director who then becomes responsible for filing the report immediately. The Teacher has the obligation and the right to contact the appropriate state agency directly.
- May take action but must inform director when caring for child with significant injury, learning of a parent/guardian concern, or recording an unusual incident.
- Supervisor approval needed for schedule changes, time off requests, transition of a child into another classroom, or administration of medication to a child, and to release a child to someone other than known parent/guardian, discuss behavioral challenges or developmental concerns with a parent/guardian, contact a parent/guardian about a child’s temperature or illness, or seek outside support services for a child.

Job Requirements

**Education**

- Must have a high school diploma or GED equivalent. Must meet state requirements for education. Additional center/school requirements may apply. Related college-level course or CDA coursework is preferred.

**Experience**

- Must meet state requirements for teaching experience. 12 months professional teaching experience is preferred.

**Physical Demands**

- Follow state, federal and Bright Horizons’ guidelines regarding immunizations, employment physical, and required health and safety training and practices.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements. Respond immediately and appropriately to multiple or unexpected situations or emergencies.
- Demonstrate full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities.
- Frequently lift, move, or hold children with a range of weight from 10 to 40 pounds. Occasionally lift, move, or hold weight more than 40 pounds.

*The above statements are intended to describe the general nature of work performed, not an exhaustive list of all essential functions and responsibilities. Qualified applicants or employees with a disability must be able to perform the essential functions of the job, with or without reasonable accommodation. If you would like to request an accommodation, please inform your hiring manager or supervisor.*

Employee Signature:_____________________________________________

Date: _________________________________

(Please provide a copy to the employee and put the original in the employee’s personnel file.)