



Altadena Nursery School
798 N. Altadena Drive, Pasadena, CA 91107

Job Description: Teacher

PROGRAM:

1. She/He is familiar with and acts in accordance with Altadena Nursery School's philosophy, practices and policies as stated in the by-laws, standing rules and employment contract.
2. Maintains adequate supervision of children at all times, to ensure their safety and wellbeing.
3. Utilizes observations and child development expertise to:
 - a) provide an effective and stimulating learning environment consistent with the philosophy of the school.
 - b) facilitate a wide range of creative, age appropriate activities.
 - c) develop programming that meets children's individual needs including the areas of social, emotional, cognitive, physical development and creative expression.
4. Develops an inclusive classroom culture and community.
5. Complies with school safety guidelines and emergency/disaster plan and maintains an ordered, safe and learning environment that is conducive to learning.
6. Oversees the maintenance of a clean and safe environment through clean-up and organizational procedures.

CHILDREN:

1. Encourages originality of self-expression, exploration and self-discovery.
2. Uses good judgment in choosing language, safety and limits (uses "I" messages, limits use of word "no" by communicating what children can do).
3. Is aware of, respects and values children's individual differences and developmental needs.
4. Helps children become aware of their roles as integral members of a group.
5. Models cultural awareness and sensitivity.
6. Shows respect for children's feelings.
7. Allows children appropriate choices.
8. Has meaningful conversations and interactions with the children.
9. Mediates and coaches children in problem solving when conflicts occur.
10. Promotes and values children's play as their way of learning.
11. Reacts to children's destruction or messiness with composure and appropriate language.
12. Expresses a positive attitude and trusts in children's abilities,
13. While respecting the philosophy of the school, is confident and able to conduct group activities.
14. Supervises children in a way that insures their safety.
15. Is able to monitor and meet the needs of individual children within a context of group supervision.
16. Remains alert to total group of children even when dealing with an individual child or small group.
17. Discusses developmental areas of concern and individual children's needs with Director to develop and implement solutions, engages in on-going record keeping of children's progress, and uses these records and observations to develop curriculum and hold parent-teacher conferences.

PARENTS:

1. In cooperation with the director, engages and guides new families' understanding of the values, responsibilities and routine of Altadena Nursery School.
2. Develops meaningful partnerships with parents through facilitation of open, supportive communication on an ongoing basis.
3. Establishes a positive liaison with parents.
4. Has confidence and respect of parents.
5. Provides necessary information to parents concerning their child's development as needed, including formal parent conferences.
6. Is available as a professional resource and sounding board for parents.
7. Is approachable, listens and is knowledgeable when asked for advice or is confronted with challenging questions.
8. Has empathy for parents' perspectives and values.
9. Is friendly, energetic and enthusiastic and communicative.

STAFF AND WORKING PARENTS

1. Effectively shares activity ideas, daily curriculum plans, as well as special events with staff and working parents, and collaborates with working parents regarding cleanup and prep at the end of the day.
2. Promotes and maintains sense of teamwork with staff and working parents.
3. Is responsive to staff and working parents' needs and concerns.
4. Participates in group problem solving, listens and responds constructively to others and practices conflict resolution rather than avoidance.
5. Seeks collaboration with staff and working parents in developing ideas.
6. Models appropriate teaching strategies for working parents according to the ANS philosophy. Mentors and coaches before criticizing staff and working parents.
7. Participates in staff discussions and group process, during school events such as weekly staff meetings, daily checkout meetings, and monthly board meetings.
8. Expresses own needs and concerns and seeks feedback and peer support.
9. Assumes an equal share of the housekeeping responsibilities of the staff.

PROFESSIONALISM AND PERFORMANCE

1. Arrives for work promptly, ready to assume the responsibilities of her/his position and stays until tasks are completed.
2. Knows the state guidelines and process for reporting suspected child abuse and reports as required.
3. Values her/his profession and the role it plays in each child's life.
4. Will take risks and is willing to make mistakes in order to learn.
5. Takes time for regular reflection and self-examination for personal and professional growth.
6. Practices personal renewal and maintains a balanced life.
7. Keeps current with developments in her/his profession and is active in professional growth by attending conferences, workshops, lectures, reading of professional literature, etc. and stays current with her/his health and safety requirements: TB test every two years, CPR every year, and first aid every four years.
8. Can articulate the details of learning in children's play.
9. Follows through on self initiated and assigned tasks.
10. Purchases needed curriculum materials and seeks reimbursement for materials and other professional expenses.

11. In the event of her absence, ensures smooth classroom operation by assuming responsibility for classroom staffing: contacting the Director, filling out the necessary paperwork to request days off, arranging for an appropriate substitute, and leaving curriculum plans.
12. Works toward building a positive relationship with the director using interpersonal skills: collaboration, open communication, problem solving approach, and teamwork.
13. Confers with and assists the Director in program planning and curriculum development.