

ARTICLE IV

TEACHER

A. General Responsibilities

- a. Maintain prompt hours; notify Director and school in event of illness.
- b. Be at school at least 15 minutes before session begins.
- c. Remain at school for 10 minutes after dismissal.
- d. Maintain neat and clean appearance.
- e. Work with all other staff members in cooperative way.
- f. Attend staff meetings.
- g. Attend in-service training as scheduled; keep up-to-date on developments in field of early childhood education. The teacher's training shall include State of Ohio requirements including:
 - i. CPR
 - ii. First Aid
 - iii. Child Abuse Prevention and Recognition
 - iv. Communicable Disease
- h. Attend School Family Night.
- i. Report problems of child or room management to the Director.
- j. Maintain a high level of ethical behavior and confidentiality of information about students.

B. Classroom Responsibilities

- a. Meet and instruct assigned classes in the location and at the times designated.
- b. Provide planning and execution of appropriate early childhood education experiences with a variety of materials. Make written plans available upon request or in the case of your absence.
- c. Promote and supervise age appropriate activities which promote the healthy emotional, social, intellectual, spiritual and physical development of each child.
- d. Maintain a neat, organized classroom, showing responsibility for all educational equipment and materials.
- e. Assess the accomplishments of students on a regular basis and provide progress reports as required.

C. Parents

- a. Work with parents whenever possible to promote the understanding of growth and development of their child in school; be available for parent conferences whenever necessary; hold at least one parent conference at a scheduled time during the school year.
- b. Work with and report to the director, children with adjustment problems as well as families with problems that affect the child in school.
- c. Make daily observations of the health of children, and report conditions needing attention; administering first aid treatment.
- d. Maintain daily attendance records.
- e. Supervise all activities to insure the safety of each child at all times. No child shall ever be left unattended.
- f. Write monthly parent newsletter.

A. Teacher Qualifications

- a. Must have a strong personal faith in Jesus Christ that stands at the core of the Preschool ministry at Anderson Hills United Methodist Church.
- b. Must meet State of Ohio requirements of health, education and in-service training.
- c. A health certificate signed by a physician, stating the good physical, mental and emotional health of each teacher will be kept on file at the Preschool.
- d. A teacher should have a four year college degree plus early childhood experience; if possible the degree will be in education, or a two year degree in Early Childhood Education or a Child Development Associate (CDA) Credential (must meet standard of our accreditation agency).
- e. A teacher is hired by and accountable to the Preschool Director.