



## ***Highland Community School Job Description***

**Position: Program Teacher**

**Reports to: Program Director**

### **General Description:**

Highland Community School is a community of diverse families and educators working together to offer quality Montessori education in a nurturing environment that enriches, empowers and inspires children to reach their potential and encourages parents to become responsible for and involved with their children's education. Our Children's House Extended Day Care Kids (CHECK)/After school program runs from 11am – 6pm, Monday through Friday. The Program Teacher understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

### **Essential Duties and Responsibilities:**

- Responsible for the classroom environment—upgrading materials, organizing the room, and general cleanliness.
- Responsible for each child—their safety, enhancing their social/emotional and physical development, and advancing academic readiness and progress.
- Responsible for maintaining a professional and cooperative relationship with parents.
- Responsible for the training, direction, and evaluation of assistants assigned to the classroom.
- Responsible for carrying out the policies and procedures of Highland Community School as outlined in the Employee handbook, Parent Handbook, and Toddler Program Guide.
- Responsible for continuing education in early childhood development and any additional observations as mandated by the Program Director. Performs related work as required.

### **Qualifications:**

- Hold an Associate's or Bachelor's degree in early childhood education/child development or related field or be working towards.
- 12 months of professional teaching experience.
- Registry level 12.
- Be engaged with children.
- Ability to carry out lesson plans.