



Classroom Teacher – Job Description

Position Summary

The Classroom Teacher provides high-quality, developmentally appropriate care and education that supports the growth, learning, and well-being of every child. The role collaborates with the teaching team to plan and implement curriculum, assess children's progress, maintain a safe and engaging learning environment, and build strong relationships with children and families.

Organizational Culture & Values

Our organization is grounded in the values of **teamwork, respect, integrity, inclusion and belonging, and impact**. The Classroom Teacher embodies these values by creating a safe, nurturing, and inclusive environment where every child is known, valued, and encouraged to develop their unique strengths and capabilities. The Classroom Teacher contributes to a collaborative teaching team, builds trusting relationships with families, and demonstrates professionalism, integrity, and a commitment to high-quality early childhood education.

Key Responsibilities

Curriculum, Instruction & Assessment

- Collaborate with the classroom teaching team to develop and implement developmentally appropriate, child- and family-centered curriculum consistent with CLC's educational philosophy.
- Participate in regular team planning and incorporate appropriate input from families into curriculum and learning experiences.
- Implement engaging learning experiences that support children's development, curiosity, creativity, independence, and sense of capability.
- Use observation and assessment to understand children's progress and inform classroom practice.
- Collaborate with the teaching team to complete Teaching Strategies GOLD assessments as required by the program.
- Implement inclusive practices that support children with diverse abilities, backgrounds, and learning needs, including children with disabilities and dual language learners, as appropriate.
- Provide opportunities for every child to experience success and develop a positive sense of self.



Classroom Quality, Safety & Compliance

- Work collaboratively with the teaching team to ensure classroom practices comply with applicable state and local licensing requirements, Head Start Performance Standards, and CLC policies and procedures.
- Complete required classroom documentation and planning responsibilities accurately and on time.
- Prepare and maintain a safe, engaging, clean, and developmentally appropriate learning environment.
- Follow health, safety, sanitation, and environmental procedures.
- Monitor, report, and provide appropriate follow-up regarding employee-related accidents and incidents.
- Provide emergency medical care for children as needed, including the ability to lift up to 50 pounds when necessary.
- Assist with the training and support of classroom substitutes and volunteers.

Team Collaboration & Communication

- Share responsibility with classroom team members for planning, implementing, and maintaining high-quality classroom practices.
- Maintain open, respectful, and consistent communication with colleagues and contribute to a positive classroom team culture.
- Navigate diverse perspectives and solve problems collaboratively in support of children and the teaching team.
- Communicate relevant information consistently and appropriately across the classroom team and with program leadership.
- Maintain daily, open communication with families regarding children's experiences, learning, and development.
- Collaborate with colleagues, schools, community agencies, and other partners as appropriate to support children and families.

Professional Growth & Organizational Contribution

- Complete required trainings and professional development plans.
- Attend organized community events as required by CLC.
- Maintain and strengthen professional knowledge of early childhood development, curriculum, assessment, and inclusive practices.
- Prioritize workload effectively while remaining flexible and responsive to the needs of children, families, and the program.
- Contribute to continuous improvement through reflection, collaboration, and problem-solving.
- Perform other duties as assigned.

**Qualifications**

- Child Development Associate (CDA) credential and experience teaching children birth through five preferred.
- Demonstrated ability to provide effective, nurturing, and responsive teacher-child interactions.
- Knowledge of or willingness to learn developmentally appropriate practices, early childhood development, curriculum, and assessment.
- Ability to plan and implement learning experiences that support children's development and learning, including for children with disabilities and dual language learners, as appropriate.
- Basic computer skills, including database, word processing, internet, and email applications.

Core Competencies

Child Development & Teaching Practice • Curriculum & Assessment • Classroom Quality & Safety • Collaboration & Communication • Relationships & Interactions • Family Partnership

Reporting Structure

Reports to: Site Manager

Supervises: None

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