

Addendum: Staff Expectations, Qualifications, and Responsibilities

Staff Expectations

Morning Staff

168 work days, 8:30 a.m. to 12:15 p.m.

Afternoon Staff

Work days following the AM schedule from 12:15 p.m. until 3:15 p.m.

All Staff

Classroom visitation of parents on Parents' Night.

Monthly staff meetings at 8:15 a.m. as scheduled.

"Back to School" staff meeting, prior to start of school

Sexual misconduct training (on first hire and every 5 years)

Parent-Teacher meeting days included in school calendar

PA and school sponsored events as outlined at the "Back to School" staff meeting in "Staff Obligations/Responsibilities"

May request leave (not to be considered PTO) to attend workshops, conferences, seminars, or other professional development activities. Payment will be made for the activity with the approval of the Director.

CPR training or First Aid training.

All Teachers

4 Scheduled planning meetings throughout the school year with teachers in same age group

2 written reports on student progress to be sent home to parents in November and March (teachers only)

Attendance at 2 professional study days, scheduled as a workshop.

Teacher Qualifications

- 4-year degree in Early Childhood Education or alternative acceptable by COMAR (acceptable training should include at least one course in growth and development of the child from 2 to 5 years and one course in curriculum for the age group for which the person is hired.). Experience teaching or assisting with preschool children.
- Ability to relate well to young children and remain sensitive to the needs of the individual.
- Ability to implement the goals of The Good Shepherd School curriculum creatively and flexibly.
- Ability to respect the confidentiality of school information. (Performance Review "PR" 12)
- Ability to maintain a good working relationship with parents, the Director, and other staff members. (PR 9)
- Ability to work as a team player collaboratively with colleagues and staff.
- Ability to constructively direct the behavior of young children in accordance with the Discipline Policy of The Good Shepherd School.
- Ability to recognize and maintain a safe, healthy, and orderly environment.
- Ability to foster a warm and nurturing environment. (PR 6)
- Ability to recognize and record significant behavior.
- Ability to administer first aid and CPR (per COMAR 13A.05.05.09).
- Evidence of a warm, easy-going personality and a relaxed, friendly manner.
- Evidence of a sense of humor, flexibility, and creativity.
- Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
- Evidence of emotional maturity and stability.
- Physical stamina and the ability to lift children up to 40 lbs. for diapering.
- Ability to kneel and lay on the floor.
- Conscientiousness and dependability in meeting all time commitments.

Teacher Responsibilities

Good Shepherd teachers are responsible to the Director for conducting the daily program for a group of children by:

- Planning and implementing developmentally appropriate daily activities in art, music, language and motor development that support the goals of The Good Shepherd School curriculum. (PR 3)
- Planning and implementing weekly activities in science, math and multi-cultural experiences that support the goals of The Good Shepherd School curriculum.(PR 3)
- Maintaining a safe, healthy and orderly learning environment, arranging the classroom attractively, keeping equipment and materials in good condition, and keeping storage areas clean and organized.(PR 5)
- Preparing educational materials required to implement the daily activities and encouraging children to use them in individual, creative, and appropriate ways.
- Requesting and purchasing (with written or verbal approval from Director or Finance Manager) necessary classroom supplies.
- Assuming responsibility for the supervision of all activities to ensure the emotional well-being of each child in the group.
- Supervising assistants and volunteers assigned to work with daily group activities and participating in the hiring process where appropriate. (PR 10)
- Keeping anecdotal records of each child's progress and notable behaviors and maintaining a developmental checklist for each child. (PR 8)
- Using a variety of assessment tools. (PR 7)
- Relating to parents in a supportive manner and communicating with them regarding their child's health, progress, behavior and interests, including: newsletters, parents' conferences, referrals, and two formal written evaluations per year. Written communication must be proof read by the teacher's assistant, the Office Manager, or the Director before the parent receives it. (PR 11)
- Attending staff meetings and parent meetings and contributing to them.
- Maintaining punctual and reliable attendance.(PR 4)
- Communicating effectively with children, parents, and staff.
- Participating in on-going professional development. (PR 2)
- Maintaining professional dress/grooming. (PR 1)
- Adhering to the policies and procedures of the school as outlined in the Staff Handbook.

Assistant Teacher Qualifications

- Training or previous experience with preschool children.
- Ability to relate well to young children and remain sensitive to the needs of the individual.
- Ability to respect the confidentiality of school information. (Performance Review “PR” 12)
- Ability to maintain a good working relationship with parents, the Director, Lead teacher, and other staff members. (PR 10)
- Ability to work as a team player collaboratively with colleagues and staff. (PR 9)
- Ability to constructively direct the behavior of young children in accordance with the Discipline Policy of The Good Shepherd School.
- Ability to recognize and note significant behavior.
- Ability to foster a warm and nurturing environment. (PR 6)
- Evidence of a warm, easy-going personality and a relaxed, friendly manner.
- Evidence of a sense of humor and flexibility.
- Evidence of emotional maturity and stability.
- Ability to administer first aid and CPR (per COMAR 13A.05.05.09).
- Physical stamina and the ability to lift children up to 40 lbs. for diapering.
- Ability to kneel and lay on the floor.
- Conscientiousness and dependability in meeting all time commitments.

Assistant Teacher Responsibilities

Good Shepherd assistant teachers are under the direct supervision of a teacher and are ultimately responsible to the Director. They work with a group of children by:

- Assisting teachers in the planning and implementation of developmentally appropriate daily activities.(PR 3)
- Preparing educational materials required for daily activities under the supervision of a teacher, purchasing necessary materials where approved and encouraging children to use them in individual, creative and appropriate ways. (PR 3)
- Assisting teachers in maintaining a safe, healthy and orderly learning environment, keeping equipment and materials in good condition, and keeping storage areas clean and organized. (PR 5)
- Assisting in the implementation of all health, safety and discipline policies of The Good Shepherd School.
- Assisting in the supervision of all activities to ensure the emotional well-being of each child in the group.
- Assisting in observing, recording and reporting significant individual and group behavior as directed by the teacher.
- Assuming responsibility for the classroom and the program in the absence of a teacher.
- Assuming other related duties when requested by a teacher or the Director.
- Relating to parents in ways that are supportive of the teacher and the school.(PR 11)
- Communicating effectively with children and staff.(PR 11)
- Attending staff and parent meetings and contributing to those meetings.
- Maintaining punctual and reliable attendance.(PR 4)
- Participating in on-going professional development. (PR 2)
- Maintaining professional dress/grooming. (PR 1)
- Adhering to the policies and procedures of the school as outlined in the Staff Handbook.

Aide to the Twos: Qualifications

- Ability to relate well to young children and remain sensitive to the needs of the individual.
- Ability to respect the confidentiality of school information.
- Ability to maintain a good working relationship with parents, the Director, and other staff members.
- Ability to constructively direct the behavior of young children in accordance with the Discipline Policy of The Good Shepherd School.
- Evidence of a warm, easy-going personality and a relaxed, friendly manner.
- Evidence of a sense of humor and flexibility.
- Evidence of emotional maturity and stability.
- Physical stamina and the ability to lift children up to 40 lbs. for diapering.
- Conscientiousness and dependability in meeting all time commitments.

Aide to the Twos: Responsibilities

Good Shepherd aides are under the direct supervision of a teacher and an assistant teacher and are ultimately responsible to the Director. They work with a group of children by:

- Helping in the preparation of educational materials required for daily activities under the supervision of a teacher and encouraging children to use them in individual, creative and appropriate ways.
- Assisting other staff members in maintaining a safe, healthy and orderly learning environment, keeping equipment and materials in good condition, and keeping storage areas clean and organized.
- Assisting in the implementation of all health, safety, and discipline policies of The Good Shepherd School.
- Assisting in the supervision of all activities to ensure the emotional well-being of each child in the group.
- Assisting in observing and reporting significant individual and group behavior as directed by the teacher.
- Assuming other related duties when requested by a teacher or the Director.
- Relating to parents in ways that are supportive of the teacher and the school.
- Adhering to the policies and procedures of the school as outlined in the Staff Handbook.