

Job Description

Lead Teacher

Full Time: 40 hours per week

Days: Monday-Friday (No nights or weekends!)

Schedule: Typically 8:00-4:30

Hours may shift such as 8:15-4:45 or 7:45-4:15 depending on the common drop off and pick up times in your classroom.

Lead teachers should encourage the healthy intellectual and psychological growth of the children at Smart Strides Childcare, LLC. You will teach and supervise your students while also motivating them to use their mental capacities and exercise their imagination. You will build connections and teach confidence as you expand their knowledge of the world and grow life skills.

Responsibilities:

- Design and follow a full schedule of daily activities and discover suitable teaching material
- Follow your classrooms daily schedule including bringing the children outside unless directed by the director that it is not permitted due to weather.
- Design your classroom in a way that lends to children learning through their environment.
- Rotate toys weekly to keep room organized, exciting, and theme related
- Develop and write weekly lesson plans to be submitted weekly to the director for approval no later than Tuesday for the following week.
- Prep and prepare materials for your planned lessons no later than the week prior to teaching it.
- Pick out theme related books to read daily to your students. Have planned and pick out no later than Tuesday for the following week.
- A read-a loud, whole group activity, and craft activity must be taught daily, at minimum.
- Balance your teaching between logical and social exercises
- Provide basic care and caregiving activities
- Use a wide range of teaching methods (stories, media, indoor or outdoor games, drawing etc.) to enhance the child's abilities
- Evaluate children's performance to make sure they are on the right learning track
- Remain in constant communication with parents and update them on the progress of their children
- Observe children's interactions and promote the spirit of concord
- Identify behavioral problems and determine the right course of action
- Collaborate with other colleagues
- Adhere with teaching standards and safety regulations as established by the official sources
- Maintain adequate supervision of the children at all times
- Remain in the appropriate staff to student ratio
- Maintain a clean and clutter free work environment
- Maintain an open and friendly relationship with the parents of your students
- Show up each scheduled day well rested with a positive attitude ready to work.
- Diaper and/or potty train children as appropriate
- Clean bathrooms, classroom, floors, tables etc. throughout the day to maintain a clean classroom.

Job Description

Assistant Teacher

Part Time Work: 24-30 hours per week

Days: Monday - Friday (No nights or weekends!)

Shifts: Morning Shift- Monday – Friday, 7:00am-12:30pm

Afternoon Shift- Monday – Friday, 12:00pm-5:30pm

*May be required to work additional hours to cover sickness, absentee, etc. All hours are TBD and are not guaranteed to follow these shifts. Hours may be as needed. You are required to confirm receipt of your work schedule in person or over the phone weekly.

Duties:

Assistant teachers work with lead teachers to encourage intellectual, psychological, and emotional health and growth of the children at Smart Strides. You will teach and supervise them while also motivating them to use their mental capacities and exercise their imagination. You will build connections and teacher confidence as you expand their knowledge of the world and grow life skills.

Responsibilities:

- Assist with a full schedule of activities and the teaching of planned lessons
- Provide basic care and caregiving activities
- Observe children's interactions and promote the spirit of concord
- Identify behavioral problems and assist in the discussion to determine the right course of action
- Collaborate with other colleagues
- Adhere with teaching standards and safety regulations as established by the official sources
- Maintain adequate supervision of the children at all times
- Remain in the appropriate staff to student ratio
- Keep classroom free from dirt and/or clutter
- Assist in the prep work of lessons
- Maintain an open and friendly relationship with the parents of your students
- Show up each scheduled day well rested with a positive attitude ready to work.
- Diaper and/or potty train children as appropriate
- Clean bathrooms, classroom, floors, tables etc. throughout the day to maintain a clean classroom.
- Must clean each item listed on the daily cleaning list and sign off on it.
- Responsible for keeping a clean classroom and cleaning items not listed when they are soiled or look soiled.

Job Description

Floating Substitute Teacher

Part Time Work: On Call – work as needed

*Must have phone on to be called into work if there is a callout.

Days: Monday - Friday (No nights or weekends!)

Shifts: you may be required to work any combination of the following shifts:

Morning Shift- 7:00am-12:30pm

Afternoon Shift- 12:00pm-5:30pm

Full Day between 7:00am-5:30pm

* All hours are TBD and are not guaranteed to follow these shifts. Hours are as needed. You are required to confirm receipt of your work schedule in person or over the phone weekly.

Duties:

Floating teachers work with lead teachers and or assistant teachers to encourage intellectual, psychological, and emotional health and growth of the children at Smart Strides. You will teach and supervise children while also motivating them to use their mental capacities and exercise their imagination. You will build connections and teach confidence as you expand their knowledge of the world and grow life skills.

Responsibilities:

- Must have phone on and ready to answer during night and day in case there is a call out that you are needed to cover.
- Assist with a full schedule of activities and the teaching of planned lessons
- Provide basic care and caregiving activities
- Observe children's interactions and promote the spirit of concord
- Use corrective behavioral plans unitized in each classroom as appropriate
- Collaborate with other colleagues
- Adhere with teaching standards and safety regulations as established by the official sources
- Maintain adequate supervision of the children at all times
- Remain in the appropriate staff to student ratio for current classroom
- Keep classroom free from dirt and/or clutter
- Assist in the prep work of lessons
- Have positive and inviting communication with parents/guardians
- Show up each work day well rested with a positive attitude ready to work.
- Diaper and/or potty train children as appropriate
- Clean bathrooms, classroom, floors, tables etc. throughout the day to maintain a clean classroom.