SMITH COLLEGE

Dept: Center for Early Childhood Education
Title: Supervising Teacher
Grade: NA
FLSA Status: Exempt
Reports to: CECE Director
Date: February 21, 2012

PRIMARY FUNCTION(S):
Responsible for planning, developing and evaluating a comprehensive early childhood program.
Responsible for building and maintaining positive working relationships with colleagues at the College and with CECE team members, families, and children, as well as for and developing and maintaining a classroom environment assessments of children’s development, and curriculum within the context of the philosophy of the program. Team members build partnerships with families and colleagues to develop a model early childhood program based on best practice and current knowledge. Responsible for understanding and implementing CECE policies and principles; for pursuing ongoing professional development; for supervising, training and supporting assistant teachers and student workers; and, for supporting the work of students and faculty at the Center.

DUTIES AND RESPONSIBILITIES:
Supervising and Teaching Children (70%): Plan and implement a developmentally appropriate curriculum that aligns with the philosophy of the program, is based on current research and knowledge of child development and early education and care, and adheres to Massachusetts Department of Early Education and Care regulations. The supervising teacher is responsible for knowing individual children’s needs, ensuring the health and safety of children, and promoting the cognitive, social, emotional and physical development of children. The supervising teacher maintains a positive, respectful environment for children and adults and supports children’s investigations and explorations in a team-based environment. The supervising teacher maintains ongoing written observations and assessments of children and their development. May assume duties of director in case of absence.

Record-keeping, Collaboration and communication (25%): Plan and lead classroom team meetings and level meetings to support a high quality education and care program for children infancy through preschool and develop collaborative relationships with families and colleagues in the CECE. Meetings will focus on individual children’s needs and development, curriculum planning and evaluation, family involvement, collaboration across levels and classrooms, resources, policies and procedures, etc. Interact with families on an informal and formal basis concerning their child’s development and daily school experience. Conduct regular conferences with families. Supervising teachers maintain written records and children’s files; document children’s learning and experiences; publish regular written reports and portfolios on children’s development; publish weekly electronic communication in the form of documentation and blogs; manage a classroom budget; and, participate and plan classroom and school-wide events and join school-wide committees.

Maintenance of classroom environment and common building spaces (5%): All staff members share responsibility for preparing and maintaining a high standard of cleanliness, organization and aesthetics in the environment. This may include cleaning surfaces, inventory and stocking materials, preparing food, laundering, preparing napping or playground areas, creating displays, organizing materials, setting up activities or areas, etc. Supervising teachers are responsible for creating and maintaining a classroom environment that reflects the philosophy of the school and provides members of the community with an engaging, supportive, and safe space.

Backs up other staff needs as necessary. Performs related duties as required.

MINIMUM QUALIFICATIONS:
**Education/Experience:**  CORI check, bachelor’s degree, eligibility for appropriate Massachusetts Department of Early Education and Care lead teacher certification, first aid and CPR required. Massachusetts Preschool Teacher Certification preferred for preschool teachers.

**Skills:** Commitment to supporting an environment of trusting relationships, enjoyment and learning for children and staff in a laboratory early childhood education and care program; operate with the highest degree of integrity and confidentiality; collaborate with team members to assess complex and sensitive child, family, staff and programmatic issues, identify and implement solutions. Maintain high levels of communication, literacy and interpersonal skills. Experience with and demonstrated knowledge of early childhood education principles and practice. Demonstrated commitment to supporting family and staff diversity. Ability to regularly lift and carry up to 10lbs., frequently lift and carry up to 25 lbs., and occasionally lift and carry up to 50 lbs., communicate with children at eye-level, climb stairs, push a stroller with up to 6 toddlers and supervise children on walking trips. Nurturing, patient, appreciative of children’s capacities, flexible and adaptive to changing situations, value observation, risk-taking and reflection; clerical and organizational skills, appreciative of the importance of environment in children’s programs, responsive to and appreciative of individual temperaments, knowledge of child development and developmentally appropriate practice. Interact in collegial and professional manner with families, children, and staff.