

JOB DESCRIPTION AND RESPONSIBILITIES/ FOURS AND OLDER

Title: Master teacher/ fours and older

Hours: 8:00 a.m. to 4:00 p.m.

Qualifications: The master teacher must meet the following:

- Have a minimum of a Child Development Associate Credential (CDA) or it's equivalent
- One year full-time experience in an early childhood environment
- Be willing to obtain twenty hours of professional development yearly
- Obtain a cardiopulmonary resuscitation (CPR) certification and first aid annually

Responsibilities:

- Arrive promptly at 7:55 a.m. Monday thru Friday
- Follow guidelines established by Department of Human Services (DHS)
- Develop and implement weekly lesson plans using the Oklahoma Early Learning Guidelines with age-appropriate activities for the children in creative skills, language arts, math, health, safety and physical development, science, social and personal skills, and social studies. Children's needs and interests are used to inform weekly lesson planning
- Rotate, add, and arrange classroom equipment to support children's learning activities reflected on lesson plans and to engage children's imaginations and interests
- Observe and document each child's progress, accomplishments, and challenges and provide a written report to the Director and parents a minimum of twice a year
- Schedule and hold individual family conferences at least twice a year and maintain an open line of communication with parents and families
- Provide daily sheets to families everyday as well as verbal communication
- Demonstrate unity and be a positive role model for families, co-workers, and children
- Follow the chain of command with any issues or concerns
- Notify the Director or person in charge of any upcoming vacations or needs for time off

- Attend monthly personnel meetings and functions sponsored by center
- Supervise and assist afternoon relief when necessary
- Alert kitchen personnel when room supplies are low
- Alert Director when equipment or center needs repairs
- Ensure cleanliness and safety at all times
- Make hand washing for all a routine practice, oversee hand washing during toileting
- Change wet clothing as needed, following sanitary procedures
- Serve and clean up lunch

Pay Schedule: Master teacher will be paid an hourly wage, determined by Director when hired.