

Master Teacher

Job Code 50025652

General Description

Responsible for providing educational leadership to the classroom by designing and ensuring implementation of developmentally appropriate classroom curriculum, and assessment; and managing, training, supervising, evaluating and scheduling staff and student lab participants.

Examples of Duties

Provide leadership in assigning specific responsibilities to the teaching staff.

Establish and manage work schedules for teaching staff.

Provide employee supervision.

Provide pre-service training and orientation to all new teaching staff.

Conduct professional development sessions for teaching staff.

Work with families to educate on DAP, classroom environments and family relations.

Address parent concerns.

Assess program needs and ensure best practice in implementation of classroom curriculum, assessment, and school/home communications through review, training, mentoring and oversight.

Oversee university lab students.

Act as the liaison between the FCS faculty and the Teacher.

Collaborate with CDC administration in the promotion and development of CDC, fundraising efforts, along with community and university outreach.

Attend all CDC functions.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: child development, state regulations for child care, NAEYC accreditation standards and curriculum models, Microsoft Office.

Skill in: completing forms and children's records, interacting with parents and co-workers, supervising staff.

Ability to: Read and interpret policy and research materials, perform basic math, explain policies and procedures.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements