

MGNS JOB DESCRIPTIONS – 4k TEACHER

MGNS is a part day, parent cooperative preschool that has been a part of Madison's eastside for more than 60 years. Our mission statement reads:

Monona Grove Nursery School strives to develop life-long learning skills in young children in a safe, comfortable, relaxed, age-appropriate, play-based environment enhanced by active parent participation.

Qualifications

- A 4k teacher must have a license in the state of Wisconsin that includes kindergarten education.
- Experience in early childhood education is preferred for all teaching staff.

Hours

- Teachers are salaried employees. Staff is allowed some latitude within their contracted hours outside of their classroom time. In general, teachers should be at school one hour before class begins and one hour after it ends. See your contract for specific requirements.
- In addition to classroom time, teachers participate in other activities that may include:
 - Weekly planning and preparation for their program,
 - Monthly staff meetings,
 - Parent – Teacher Conferences,
 - Parent Meeting in September,
 - Saturday at School Day,
 - End-of school year inventory day,
 - Spring Fling fundraiser,
 - Meet, Greet & Eat community event,
 - In-service day,
 - Individual education day,
 - Board meetings,
 - and accreditation process planning and meeting time.

Responsibilities

- Teachers provide a program/curriculum that is developmentally appropriate and thematic:
 - Classroom program demonstrates school philosophy and encourages self-esteem and positive image; social interaction; self-expression and communication skills; creative expression, opportunities for exploration, experimentation, and inquiry; and individualization.
 - Weekly program offers a balance of activities between:

art	large muscle	science/nature
sensory	small motor	dramatic play
math	language	music
 - Weekly themes are varied, appropriate, and enjoyable.
 - Field trips are appropriate and are planned and organized with the children's needs in mind.
 - Selection and use of school equipment and materials are developmentally

appropriate and varied.

- Weekly plans are posted, sent home and followed.
- Information is shared with classroom families.
- Teachers provide and maintain a creative and orderly classroom and school environment:
 - Classroom is neat, clean and inviting.
 - Classroom set-up helps children to be independent.
 - Children are encouraged to take care of their environment.
 - Necessary time is spent attending to classroom set-up and take down.
 - Staff members are responsible for conducting fire drills once a month, and monthly tornado drills from April to October.
 - Responsibility is taken for the care and upkeep of school storage space.
 - Requests for classroom materials are submitted in a timely manner.
- Teachers devote their classroom time to meeting the needs of the children. Teachers:
 - Support, respect and encourage the children through positive interactions.
 - Greet children (and parents) when they arrive.
 - Understand that the fundamental goal is to build loving relationships.
 - Display warmth, openness, fairness, humor, and sincerity in their interactions with children.
 - Converse with children with respect (does not “talk down” to them either by content or tone of voice).
 - Model appropriate behaviors through interactions with children and adults.
 - Deal with inappropriate behavior in a positive way consistent with procedures and approaches outlined in the school’s Positive Guidance Policy.
 - Reinforce the children with positive and descriptive feedback .
 - Supervise the children in the classroom and playground to ensure safety.
 - Study children’s files to better know each child and meet individual needs.
 - Are attuned to children/families changing situations and needs.
 - Are conscientious in keeping records of attendance, accidents, and conferences for individual children.
- All of our teaching teams work as co-teachers in teams of two. In addition, each teacher may share a room with another teaching team. In such teams the expectation is that teachers will:
 - Communicate clearly with their teaching partner and deal directly with them when any conflicts arise.
 - Work together as a team to communicate a combined message to parents.
 - Work together to come up with a compromise when there is a difference of opinion.
 - Consult the School Director or Board President for mediation if there is an unresolvable conflict between teaching team members.
 - Take responsibility for knowing about all of the tasks needed to be done, and will share the responsibility of doing them with their co-teacher.

- Teachers are responsible to the School Director, who is in turn is responsible to the MGNS Board of Directors. All teachers are voting members of the Board of Directors, and are encouraged to attend board meetings. Teachers maintain a professional relationship with the Board of Directors, the School Director and other staff members, school families, school volunteers and visitors. Teachers:
 - Maintain professional attitudes in manner and in personal relationships while on the job.
 - Work cooperatively with other staff with joint responsibilities.
 - Respect the confidentiality of records and information concerning children and families in the school.
 - Keep the School Director and other staff informed about concerns for children/families in their own classroom, so that potential problems can be monitored.
 - Review and follow school policies.
 - Share information with families about their child. Prepare and present conferences in a professional manner.
 - Supervise and encourage development of volunteers in the classroom.
 - Demonstrate a willingness to work with families and other professionals to meet a child's needs.

- Teachers maintain a positive working relationship with the Lake Edge United Church of Christ/Christ the Solid Rock Alliance. Staff members are responsible for:
 - Leaving the rooms/halls as neat as possible.
 - Locking the doors as requested.
 - Gaining the appropriate permissions to use other parts of the building.

- Teachers strive to be the best educator they can be. Teachers are constantly learning and evaluating their program, classroom, and interactions. Teachers:
 - Make a conscientious effort to expand knowledge of early childhood techniques and materials through in-service and continuing education. Maintain records of these hours in their staff file.
 - Attend staff meetings.
 - Maintain an open mind to new ideas and suggestions for the program, classroom, and interactions.
 - Devote time to completing evaluation tools that include the annual evaluation, Accreditation self-study packets, and Certification class packets.
 - Maintain current CPR and first aid certification.

- 4K teachers maintain a positive relationship with MMSD, participating in all evaluations and outreach programs mandated by the school district, maintaining appropriate attendance and grades, and being open to changes in the 4K program.

- Teachers should telephone the School Director who will in turn call the Public Health

Nurse whenever a diagnosis of a communicable disease has been made in their classes.

- I have read the above position description and agree to fulfill its duties in full, as outlined.

Staff Name _____

Staff Signature _____ Date _____