



JOB DESCRIPTION

JOB TITLE:	Master Teacher
DEPARTMENT:	Program
REPORTS TO:	Site Director
STATUS:	Non-Exempt

SUMMARY

Responsible for managing the day-to-day operations of the assigned SJB Child Development Center classroom to ensure compliance with SJB Curriculum, Policies & Procedures and State and Federal Mandates. Provides guidance and support to classroom staff, children, and families.

DUTIES AND RESPONSIBILITIES

- Maintain a welcoming, safe, clean, and high-quality environment for children, families and staff.
- Engage, interact, and supervise children in positive ways to support their learning process.
- Provide a respectful climate for families, staff and visitors.
- Establish and maintain positive relationships with SJB staff and parents or guardians, including communicating with all in a respectful and effective manner.
- Assist in the orientation process of new families and program staff.
- Share information with parent or guardians on a regular basis regarding the growth and development of their child.
- Plans and implements developmentally appropriate lesson plans through study topics using assigned curriculum.
- Ensures curriculum implementation and studies are reflected indoors and outdoors.
- Complete, supervise and monitor continual evaluation of each child's progress using assessments to develop goals and objectives for the child.
- Analyzes and interprets assessment results and uses the data to plan classroom activities and individual children plans.
- Assists in organizing, planning, and conducting family engagement activities, parent meetings and volunteer opportunities.
- Maintains learning environments to support children's learning, including inventory of supplies and learning materials.

- Conduct Daily Health checks upon the children’s arrival and departure.
- Ensure children are signed in and out upon arrival and departure.
- Work collaboratively with Site Director and peers to ensure classroom and center are following best practices.
- Model and ensure developmentally appropriate best practice.
- Participate in and/or facilitate meetings, trainings, and workshops with staff and families.
- Participate in activities and trainings that furthers own professional growth and apply strategies and skills.
- Travel when necessary to conduct SJB business.
- Assist at other SJB locations as needed.
- Other duties as assigned by the Site Director, Regional Director, Program Director, or Chief Executive Officer.

SUPERVISION/ADMINISTRATION

- Work as a member of the SJB team by promoting and following the mission, vision, values, and philosophy of the agency.
- Ensure and manage classroom staff implementation of SJB policies and procedures, Title 22 regulations, Title 5 regulations, and state and federal mandates.
- Maintain overall supervision of indoor and outdoor daily activities, children, and staff.
- Facilitate weekly and monthly classroom meetings and document agendas, sign-in sheets and minutes.
- Complete and review daily, weekly, and monthly paperwork before submitting to Site Director.
- Complete all proper documentation by SJB timeline expectations, to include but not limited to: Desired Results Development Profiles (DRDP’s), Environmental Rating Scale (ERS), Lesson Plans, Child and Adult Care Food Program (CACFP), etc.
- In the absence of the Site Director, assume responsibility for the daily operation of the center.
- Assist in scheduling of classroom staff in accordance with Title 5 ratio requirements and center needs.
- Provide training, mentoring and support to center staff on an ongoing basis.

HEALTH AND SAFETY

- Maintain and model a clean, well-organized, and safe indoor and outdoor classroom environment.
- Ensure the health and welfare of children and staff is maintained at all times.
- Mandated to report suspected child abuse.
- Ensure Classroom compliance with policies and procedures as they relate to health and safety to include but not limited to mealtime, medication administration, allergies, daily health inspections, ratios, etc.
- Ensure implementation of monthly fire drills, earthquake drills, lock down drills, and annual disaster drills.
- Report safety hazards and injuries immediately to Site Director and ensure proper paperwork is completed in a timely manner.

SKILLS AND ABILITIES

- General knowledge of childcare including federal, state and local laws and regulations governing childcare and safety; knowledge of sound techniques in all aspects of child care and development.
- Organized, professional, creative, independent, self-motivated, enthusiastic, dependable, detail-oriented, flexible in scheduling based and prioritization, and driven by excellence.
- Must possess exceptional communication skills to present facts and recommendations effectively in oral and written form, including accurate grammar and business correspondence knowledge.
- Strong interpersonal skills to establish and maintain effective business relationships; demonstrated ability to communicate in situations requiring tact and poise; skilled in confidentiality and discretion.
- Thorough knowledge of office administration including efficient filing systems, office machines and equipment, and computer software such as Word, Excel, Publisher, Outlook (email & calendar)
- Skilled in customer service and employee relations.
- Must present a neat, professional appearance.
- Ability to adjust tasks and focus with composure, and in accordance with changing deadlines and priorities.
- Belief in working as a professional, cohesive team member.
- Ability to define and solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Awareness and respect for cultural differences.

EDUCATION AND EXPERIENCE

- Must be at least 18 years of age.
- Bachelor's Degree (BA) preferred in Child Development or Early Child Development.
- Master Teacher Permit required.
- Three semester units in the care and development of infants is required for those who work with infants and toddlers.
- Knowledge of Title XXII, Title V, Head Start, Creative Curriculum, Desired Results System, Teaching Pyramid, Program for Infant Toddler Care (if applicable), Best Practice, Leadership/Management. Required to participate in approved training program without proof of current experience.
- Must be in good health as verified by a current health screening, including a test for tuberculosis performed under the supervision of a physician not more than one year prior to employment.

- Proof of up-to-date immunization records to include but not limited to measles, pertussis, tuberculosis and influenza (annual).
- Must be able to pass a fingerprint clearance, criminal record, Federal Bureau of Investigations (FBI) and Department of Justice (DOJ) clearance and Child Abuse Central Index Check prior to employment.
- Must possess California Driver's License and meet minimum insurance requirements for personal vehicle and have a driving record which meets the standards set forth in Administrative Regulation 4532 and 4533. If current auto insurance has a "Business Use Exclusion" it will need to be removed from your policy.
- Current Pediatric Cardiopulmonary Resuscitation (CPR) and First Aid certificate from an approved vendor required.
- Completion of Mandated Reporter Training as per Assembly Bill 1207. Must be completed every 2 years.
- Bilingual/Biliterate a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical demands and work environment characteristics described here are representative of those that must be met (or may be encountered) by an employee to successfully perform the essential functions of this job.

- **Physical Demands:**
 - ✓ Requires an employee to do the following on a regular basis: stand, walk, sit, use hands to finger, handle, feel, reach with hands and arms, stoup, kneel, crouch, crawl, talk, hear, smell, lift 35 pounds or more, move safely and quickly across surfaces on a regular basis.
 - ✓ Requires an employee to occasionally climb or balance.
 - ✓ Requires an employee, on a regular basis to use the following visually: close vision, distance vision, peripheral vision, depth perception, and ability to judge distances.
 - ✓ Requires an employee to use their hearing on a regular basis to: respond quickly to sounds, recognize alarms, and receive detailed information through oral communication.
 - ✓ Requires an employee to have the ability wear personal protective gear correctly most of the day (as needed).
- **Work Environment:**
 - ✓ Requires an employee to work outdoors in cold, wet and heat conditions on a regular basis.
 - ✓ Requires an employee to work in a noisy environment on a regular basis.

The above is intended to describe the duties and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or

reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will initially be assigned a center, but their assignment may change from time to time without notice, as all employees are expected to work where needed without dedication to a specific location. Some employees may be located at one location for an extended period of time, which does not guarantee them that location on a go-forward basis. We are open from 6:45am to 6:15pm Monday through Friday. Employee must be able to work during this time frame.

This agreement does not affect your “at-will” employment with SJB Child Development Centers. “At-will” meaning separation with or without notice for any reason not prohibited by law can be initiated by either party.