



FRANDELJA ENRICHMENT CENTER

Master Teacher Job Description

Position:	Master Teacher
Immediate Supervisor:	Site Supervisor
Salary:	Based on education and experience
Hours:	According to center needs
Available Benefits:	Medical, Dental, and Vision Insurance Vacation, Sick Leave, and Holiday pay (varies) Opportunities for personal and professional growth

POSITION SUMMARY:

The Master Teacher's primary function is to assist the Site Supervisor in the operation of a high-quality childcare and education center, ensure curriculum and classroom activities are properly provided, and the needs of the children and the goals of the center are met appropriately.

Key responsibilities include the leadership of multiple classrooms ensuring the health and safety of all children. Coordination of program staff scheduling including: the classroom placement of floaters, substitutes and volunteers. Management of classroom supplies and materials purchased and replenished regularly according to the budget and ordering process.

The Master Teacher works with the Site Supervisor to provide feedback and training to classroom staff. Collaborates with program consultants to support their work with the classroom teams. And provides strong customer support to the families and other center stakeholders. Salary is based on education and experience and hours are according to center's needs. This full-time position provides full benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Establish and maintain effective working relationships with classroom staff, children and parents to create a positive and affirming learning environment.
2. Support lead teachers in facilitating classroom team staff meetings to support cohesive classroom management.
3. Participate in Child Care Team meetings and support the implementation of behavior plans as needed.
4. Support classroom teachers in the child health check process and provide needed follow up to include reporting any findings immediately to the Site Supervisor.
5. Maintain calendar of classroom ratio coverage, call for and place substitutes, receive and schedule time off requests and submit all to Site Supervisor for approval.
6. Ensure that classroom supplies and materials are requested, purchased, and replenished regularly according to program requirements and budget.
7. Maintain and support program operation, policies and procedures.
8. Contribute to the organization leadership team to plan and problem solve as requested.

9. Oversight and management of the center in the absence of the Site Supervisor.

10. Other duties as assigned.

QUALIFICATIONS:

- At least two years of classroom leadership with a strong understanding of child development and center operation;
- Experience working with infants, toddlers and/or preschoolers;
- Excellent organizational and interpersonal skills including strong oral and written communication skills;
- Bachelor’s degree (preferred) in Early Childhood Education or related field;
- Master Teacher Permit or the equivalent;
- Pass physical exam, TB test, Criminal Record Clearance and Fingerprints and all other state license requirements.

PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Ability to sit/stand both indoors/outdoors for prolonged periods.
- Ability to see, hear and speak.
- Ability to participate in regular standing, walking, kneeling, bending, twisting, pushing, pulling, crouching, grasping, reaching above and below the shoulder.
- Ability to lift/carry 25 lbs.
- Ability to multi-task in an energy demanding and often noisy environment.
- Ability to operate computer and complete other repetitive motion tasks.

CONFIRMATION:

My signature below indicates I received and intent to comply with this Job Description listed.

Signature: _____ Date: _____

***** FOR OFFICE USE ONLY *****

Accepted *(Please place a copy of this document in employee’s file.)*

Staff Initials: _____