



## TEACHER

### **Duties Summary**

- Works directly with enrolled children and families
- Plans and implements appropriate lesson plans and special units of study and exploration that reflect the Multiple Intelligences Learning Theory for assigned age group
- Implements Nurtured Heart Approach

### **Essential Duties and Responsibilities**

- Prepares and implements lesson plans for all daily activities in assigned classroom for assigned time period
- Uses Nurtured Heart Approach for positive guidance and behavior management techniques
- Communicates regularly with assigned lead teacher(s) to discuss and resolve issues regarding the children or classroom
- Follows licensing and site procedures to safeguard the health and safety of the enrolled children
- Supports staff in the implementation of any emergency plan
- Is informed of children with special needs and supports staff of implementation of child's IEP, ISP or the like
- Is informed of policies and procedures and implements plans pertaining to food safety and medication dispensing
- Participates and supports staff of supervision of playground, field trip, classroom, transitional, etc activities
- Follows written instruction of Buena Vista Policies and Procedures and any outside agencies' rules or regulations that may govern a site's policies.
- Assist classroom or site teacher with cleaning or maintaining assigned space
- Documentation of daily activities, behavioral issues, suspected neglect or abuse, or injury reports
- Reports to Site Lead or Site Director

### **Knowledge, Skills and Abilities**

- Knowledge of issues pertaining to area of assignment
- Experience working with assigned age group
- Knowledgeable in curriculum development appropriate for assigned age group
- Self-Motivated and able to work independently or in group situations
- Ability to effectively communicate (verbally and in writing) with staff and families
- Skilled in implementing Nurtured Heart Approach
- Skills in customer service

### **Minimum Qualifications**

- Meet all health and licensing regulations as prescribed by the Arizona Department of Health Services
- Ability to read and comprehend written instructions and write correspondence and/or reports as needed
- Documented Classroom or related experience necessary