



FORZA Education Management

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JOB DESCRIPTION

FORZA CHILD DEVELOPMENT CENTER (FCDC): TEACHER

Position	Reports To	Position Type
FCDC Teacher	Director	Hourly
Work Schedule	Salary Schedule	Last Updated
12-Month Position Varies contingent upon needs of center	Set Annually - \$12.00 to \$18.00	February 2019

MAJOR FUNCTION:

This position instructs children via educational activities, events and undertakings designed to promote growth in social skills, physical growth and development, intellectual and cognitive learning gains and an overall developmental advancement, thereby, augmenting student academic success and mastery of Florida State Standards required for primary school that was attained while attending FCDC, (Preschool).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide a variety of learning materials and resources that promote discovery learning, exploration, experiential learning, fostering the understanding of using manipulatives in learning activities and imaginative play.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Establish and enforce rules for behavior, and procedures for maintaining order and appropriate decorum and restraint.
- Read books to entire classes or to small groups and create student understanding of following appropriate procedures for whole class or small group discussion.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Observe, evaluate, and identify children's performance, behavior, if they are showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Enforce all administration policies and rules governing students.

- Prepare materials and classrooms for class activities.
- Serve meals and snacks in accordance with nutritional guidelines.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Adapt and utilize differentiated instruction and teaching methods with appropriate instructional materials to meet students' varying needs, maturational level and interests.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- Demonstrate activities to children allowing them to participate as well in the learning process.
- Arrange indoor and outdoor space to facilitate creative developmental play, motor-skill activities, and safety.
- Maintain accurate and complete student records as required by laws, school policies, and administrative regulations.
- Prepare reports on students and activities as required by the Director.
- Plan and conduct activities for a balanced program of differentiated instruction, demonstration, probing questions, student practice and participation coupled with work time that provides students with opportunities to observe, question, and investigate.
- Organize and label materials and display students' work.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence with a minimum of 24 hours per fiscal year.
- Confer with other staff members to plan and schedule lessons promoting learning based on how each child learns and follow approved curricula.
- Promote cooperative learning.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
- Attend staff meetings and serve on committees as required by the Director.
- Store, issue, and inventory classroom equipment, materials, and supplies according to the procedures as stipulated by the Director.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Administer varying tests and assessments to assist in determining children's developmental levels, needs, and potential.
- Prepare and implement remedial programs for students requiring additional help and enriched programs for gifted and/or advanced students.
- Follow all policies, rules, and procedures to which regular teachers are subject to and which are based on, "Best Practices" of teaching.
- Use varied and appropriate technology in teaching based on differentiated learning processes.
- Demonstrate positive classroom results and trends.
- Assume additional responsibilities or duties that may be assigned by the Director.

MINIMUM QUALIFICATIONS:

A High School Diploma, Associate Degree or higher, or, as may be required by local regulations, the Diploma or Degree from an accredited college or university. Current Staff Credential or CDA. DCF regulated 45 hours of training. Experience working in field preferred.