



YOUNG CHILDREN'S PROGRAM
Department of Early, Elementary,
and Reading Education

Job Description
TEACHER

Teachers in the Young Children's Program are part-time adjunct faculty members in the Department of Early, Elementary, and Reading Education. They must have a master's degree in Early Childhood Education or a related field OR be a current master's student in Early Childhood Education or a related field. The employment year is from the third week of August through May (or until responsibilities are completed). Responsibilities include teaching/planning four hours per day and professional involvement outside of school hours as described below. Teachers are directly responsible to the YCP Coordinator. Salary is based on training, experience, and years of JMU employment.

As a program administered and funded by the Department of Early, Elementary, and Reading Education, curricular and operational decisions are subject to departmental approval. The Young Children's Program exists to serve as a model of appropriate constructivist practice. Teachers work closely with the Coordinator and Department Head to ensure that the YCP meets the needs of the children and families served, as well as the students in the teacher education program.

TEACHING RESPONSIBILITIES

- Serve as the teacher in charge, present at all times when children are present, and responsible for all decisions that affect the health and safety of the children and staff
- Develop ongoing curricular experiences that support growth toward program goals and model appropriate constructivist practice
- Develop a learning environment that is organized, inviting, safe, and responsive to the learning and developmental needs of the children
- Assess the growth and progress of children toward program goals using personal observation and documentation, the *YCP Developmental Checklist*, the *Milestones of Child Development*, and other tools approved by the Coordinator and teaching staff
- Regularly update children's progress in the *Assessment of Progress Toward Program Goals* booklet

PROGRAM RESPONSIBILITIES

- Be accountable for meeting all standards and practices required for licensing and accreditation
- Actively participate in all stages of the accreditation process
- Secure and maintain all paperwork required for children's records
- Cooperate with YCP colleague in the coordination of activities and use of the room, materials, and equipment
- Cooperate with YCP colleague in inventorying, purchasing, and requisitioning necessary supplies and snack items.
- Work with YCP colleague and student staff to ensure the sanitation and safety of all equipment and materials used by children
- Notify the Coordinator of the need for repair or replacement of equipment and materials.

- Meet with Coordinator at least monthly to establish and track goals, discuss program and child needs, review budget, facilitate problem-solving, and review progress of JMU student staff
- Consult with the Coordinator before purchasing items that cost over \$25.
- Work with YCP colleague to pack and store materials at the close of the school year

WORKING WITH FAMILIES

- Work with other YCP teacher and Coordinator to plan effective family meetings and provide appropriate resources
- Be available for regularly-scheduled conferences with family members (August, November, February, May) and conferences requested to address special needs or questions.
- Communicate information about upcoming events in a monthly newsletter/calendar
- Communicate specific details of daily activities and snack in a weekly newsletter
- Develop alternative ways of communicating with family members who are not available on a daily basis (email, phone calls, etc.)
- Share information with families about community resources and events
- Complete all conferences and required student records within three weeks of the final day of school

WORKING WITH JMU STUDENTS

- Cooperate with JMU faculty in planning and implementing experiences that will facilitate professional growth of JMU students
- Be knowledgeable of the course objectives and requirements of student staff participating in the program
- Provide students with frequent informal feedback on their participation in the program and their interaction with children
- Be available for individual conferences with students regarding performance or lesson planning.
- Be available for group meetings with students during their class hours.
- Communicate with students via email when there is a schedule change or special instructions for their day of participation
- Notify YCP Coordinator of problems with student attendance or performance
- Provide written feedback to students at mid-semester and upon completion of their practicum.
- Cooperate with approved student observers from outside the College of Education.

PROFESSIONAL DEVELOPMENT

- Complete the professional development requirements defined by licensing and accreditation standards
- Join a professional organization that supports the development of early educators
- Complete an annual self-evaluation
- Establish personal goals based on the self-evaluation and the evaluation of the Coordinator

YCP teachers are evaluated annually by the Coordinator. Personal observation, input from the teacher's self-evaluation, and data from the family survey are considered in this performance review.