

This position may be eligible for a \$2,000 sign on bonus after the first 30 days.

Job Title: Master Teacher	Classification: Exempt
Department: Preschool	Revision Date: July 2024
Reports To: Director of Early Childhood	Direct Reports: No

Position Purpose: A Master Teacher recognizes that the education process is about much more than sharing content. It's about creating independent learners who have the critical thinking skills to grow and thrive. These educators put their students first and adapt the curriculum to their learners' needs. Master teachers hold their students to the highest expectations. They conduct regular progress monitoring, adjust their teaching approach as needed, and empower their students to take ownership of their education.

Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation, and perform other duties as assigned.

- Plan and carry out lesson plans each day in the classroom in alignment with Teaching Strategies GOLD or Iowa Early Learning Standards
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the developmental levels and learning styles of children
- Prepare and maintain classroom for daily use, including general cleaning duties and notifying proper staff of additional cleaning needs
- Meet with co-teacher to develop daily plans and prepare materials for use in the classroom
- Create and design classroom activities and investigations as needed
- Communicate regularly with parents through a variety of ways (email, newsletter, website, verbal)
- Write and compile individual assessments of each child's development; complete daily inventories, child attendance, and related reports; communicate with students' families about ongoing progress
- Prepare and conduct parent/teacher conferences twice a year
- Meet with preschool staff regularly for professional development and collaboration on center-wide events
- Mentor less experienced teachers and student employees; model expert teaching practices, and provide feedback for improving teaching and enhancing parent and student relationships
- Attend and assist with all parent/preschooler special events during the school year
- Follow all policies and procedures of the Science Center and the Preschool
- Follow DHS, NAEYC, and ECERS regulations for ratio, environment, and safety
- Attend training and carry out PBIS in classroom
- Attend training and carry out The Project Approach in classroom
- Accommodate schedule changes and cover other staff when needed
- Please note this job description does not contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job; duties, responsibilities and activities may change at any time with or without notice

Supervisory Responsibility: This position does not have direct supervisory responsibilities.

Education, Experience and/or Other Requirements:

Required:

- Bachelor's degree in Early Childhood Education
- Current certification from the State of Iowa Board of Education
- Maintain current First Aid, Universal Precautions, CPR, and Mandatory Reporter credentials
- Acquire 10 continuing education hours each year
- Has a passion and love for all young children and their families
- Ability to work independently while also constructively contributing in a team environment
- Possesses character qualities such as patience, creativity, flexibility, joyfulness and endurance
- Creative, curious, innovative and is passionate about learning
- Trustworthy and of high integrity, showing high respect for confidential information
- Pass a physical examination and TB test every 2 years
- Successfully pass a background check and DCI fingerprinting

Preferred:

- Teaching experience in the public school systems and/or preschool teaching experience
- Deep understanding of developmentally appropriate practices

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is primarily focused on time with children and will also need to sit and stand on the floor throughout the day, and bend, kneel, stoop, crawl and crouch to be at eye level with children. The employee may be required to regularly lift and/or move items up to 25 pounds and occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate to high.

Hours & Work Schedule: Hours will vary based on business needs and may include days, evenings, weekends and holidays. Primarily a Monday through Friday schedule. Occasional travel will be required.

To Apply: Email your resume and completed application materials to scihr@sciowa.org.