



CRITCHLOW ADKINS CHILDREN'S CENTERS JOB DESCRIPTION

Position Title: Child Development Managing Teacher (CDMT)

Immediate Supervisor: Site Director

Job Summary: The CDMT is in charge of a classroom or group of children at the Center/Site. Responsibilities include the daily planning, management and supervision of assigned classroom/group, as well as oversight of the social, emotional, physical and educational needs of all children enrolled at the center/site.

Qualifications: A CDMT must meet the requirements for CDT in a preschool program, or CDT in a school-age program as specified in the Code of Maryland Child Care Center Regulations (*COMAR 13A.14.02.25 and .26*). They must have a minimum of one year experience teaching their assigned age-group of children at CACC or two years of experience with the appropriate age-group outside CACC or a combination of the two, and the recommendation of the Site Director or Executive Director. Special consideration may be given for CDTs who have less than one year of experience if need arises.

Personal Requirements: The CDMT must have attributes such as proven leadership, creative planning and organizational skills as well as an ability to relate positively and professionally with children and their families. They must have good problem-solving skills, sound literacy and number skills; a willingness to learn. They are expected to be a role model for staff at their center/site.

Other Requirements:

1. **Will hold or earn an AA degree within 2 years, which includes at minimum 15 semester hours of approved coursework in early childhood education or child development – OR- or a Baccalaureate degree in early childhood education/child development or a related field.**
2. **Level of 5 or higher within 2 years.**
3. **Maintains current certification in First Aid and C.P.R.**
4. **Has reliable transportation.**
5. **Any mandatory courses needed must be completed within the first 6 months of hire and/or as they become available.**

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operations; frequent interruptions and contact in person with children, parents, students, staff and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach and twist; to lift **up to 35 pounds**, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring

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repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

PRIMARY DUTIES AND RESPONSIBILITIES

The CDMT performs all duties assigned to a CDT as follows:

- **Actively** assists and supervises children during all activities.
- **Sets up and maintains** a safe, attractive, developmentally appropriate classroom environment for children.
- **Develops and facilitates** activities that will promote the healthy social, emotional, intellectual and physical development of each child, allowing the child to feel accepted and free to express feelings.
- **Provides** materials, images, and experiences that reflect diverse cultures and abilities.
- **Strives** to provide developmentally appropriate activities and materials for children in their program(s) as prescribed by MSDE standards for accreditation and the center's curriculum.
- **Assists** children with meal times and clean up.
- **Attends and participates** in staff meetings, parent meetings and workshops as requested.
- **Conducts** ongoing observations of the children enrolled in the classroom, and **maintains** anecdotal records in order to assess each child's overall developmental progress.
- **Maintains** accurate, up-to-date records including: children's portfolios, attendance records, and assessment forms.
- **Communicates** appropriate information to parents. **Schedules and conducts** a minimum of one parent/teacher conference per year.
- **Directs and encourages** activities of other staff in the classroom to ensure that the classroom functions in an orderly manner.

In addition, the CDMT:

- **Reviews** all center/site staff's weekly lesson plans to ensure appropriateness of planned activities. **Ensures** that lesson plans, teaching aids and classroom activities are all age appropriate.
- **Ensures** that all classroom & outdoor equipment is in good working condition and that it is used & maintained properly. **Reports** any concerns to Site Director.
- **Assists** center/Site Directors in counseling children and/or parents when social, academic, or adjustment problems arise.
- **Assists** staff in recognizing parental concerns, evaluating the course of action to take and responding professionally to the needs of parents.
- **Assists** Site Director with the planning and implementing of center-wide events.
- **Assists** Site Director with daily supervision of staff; **informs** Site director of staff concerns and situations needing attention.
- **Assesses** classroom equipment and educational supplies needs. **Reviews** with Site Director, and upon approval, **assists** in placement of supply order(s).
- **Assumes** other duties as assigned by the Site Director and/or Executive Director.

The CDMT is responsible to **read and understand** the following documents:

- Critchlow Adkins Children's Centers (CACC) Personnel Manual
- Child Care Administration Code of Maryland Regulations 07.04.02.
- CACC Curriculum Guidelines (MSDE approved curriculum, selected by CACC)
- MSDE Guide to Standards For Accreditation

Please sign below, indicating your acceptance and understanding of the above job description and requirements. **All revised requirements outlined in this job description will become effective as of November 2017.**

Employee's Signature

Date