



## Early Childhood Teacher

### Job Profile Summary

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Plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages Libertas Academy students to develop and fulfill their academic potential.

### Responsibilities

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#### Primary Responsibilities

- Plan, prepare, and deliver instructional activities that facilitate active learning experiences aligned with Core Knowledge, Eureka Math and Core Virtues Curriculum.
  - Establish and communicate clear objectives for all learning activities.
  - Identify, select, and use instructional resources and methods to meet students' varying needs.
  - Use relevant educational and/or assistive technology to support instruction.
  - Keep updated with developments in the subject area, teaching resources, and instructional methods; make relevant changes to lesson plans and activities.
  - Administer school-wide assessments and use data to inform instruction.
  - Observe and evaluate student performance and development.
  - Grade classwork, tests, and assignments, and provide appropriate feedback.
  - Encourage and monitor the progress of individual students.
  - Maintain accurate and complete records of student progress and development.
  - Update required records in compliance with laws, district policies, and school regulations.
  - Prepare required reports as requested by school administration.
  - Maintain a classroom environment that is conducive to learning.
  - Manage student behavior by establishing and enforcing rules and procedures.
  - Maintain discipline in alignment with school policies and disciplinary systems.
  - Communicate regularly with students, colleagues, and parents regarding student progress and needs.
  - Participate in department and school meetings, parent meetings, and professional development activities.
- Adhere to Libertas Academy school policies and procedures.
- Perform other job-related duties as assigned.
  - Other job duties as assigned.

This job description includes a general representation of job requirements rather than a comprehensive inventory of all required responsibilities or work activities. The contents of this document or related job requirements may change at any time with or without notice.

## **Qualifications**

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### **Education**

- Bachelor's degree in early childhood education or related field
- South Carolina State Certification in subject area employed to teach.