



## Early Childhood Teacher

### Job Profile Summary

---

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

---

#### 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**

---

### **Education**

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