

MS 4.2
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Teacher Manual
Teacher Responsibilities

Preparing to start as a Core Education & Fine Arts (CEFA®) Teacher:

- Provide all of your personal information in a timely manner when requested by management. This information includes but is not restricted to:
 - full name, address and telephone number(s)
 - social insurance number
 - date of birth
 - three letters of reference
 - resume
 - first aid certificate
 - ece license, infant toddler license, special needs license
- Read the material in the earthquake training folder and be completely familiar with its information as well as the school's emergency and earthquake procedures. Familiarize yourself with your role in case of an emergency, and prepare yourself by asking any questions or clarifications necessary within one month of your starting date.
- Read the other Teachers' autobiographies posted at the entrance of the school and provide the Administrator with your own one page autobiography, written in the same style as the existing ones.
- Set up your e-mail account
- Modify the classroom voicemail message
- Frame and post a color copy of your Early Childhood Educator license to practice, as well as any other relevant documents and licenses, on your classroom wall, in the specified frame provided by the Administrator.
- Review the Child Care Regulations and familiarize yourself with its contents
- Read and prepare to comply with all applicable manuals to your role
- Read and familiarize yourself with the following school documents:
 - a parent package
 - all articles written about CEFA
 - a CEFA brochure
 - the CEFA website
 - the latest CEFA newsletter
 - all current CEFA promotions and advertisements
- Bring photos of yourself and your family to decorate our staff bathroom walls. This serves two purposes. Firstly, it brings you joy every time you see it, and secondly, it allow parents to see you as a person, not only as their child's Teacher.
- Familiarize yourself with the particulars of CEFA: what makes it different from a pre-school? Why is it not a daycare? What is the Junior Kindergarten curriculum? What are the different options a parent has when choosing a schedule? Why is it an "individualized schedule" for each child? Where did the CEFA concept originate? Who is the Founder? Other questions will also come to

- your mind that may not be covered in these sections. Please feel free to ask our Principal for assistance in answering all of them.
- Study in depth the CEFA method and its curriculum
 - Study the particulars of the Montessori, Reggio Emilia and other renowned methods and its curriculums
 - Familiarize yourself with the physical aspect of the school: Know what every room is for and why it was designed in that particular way.
 - Familiarize yourself with the material and books at your disposal in the faculty room.
 - Review the CEFA calendar to be aware of and plan to attend all scheduled events
 - Familiarize yourself with every child's file. Ask your Administrator where to find the files for children in your class.

As a professional at CEFA, these are our minimum expectations:

What is expected of you?

At CEFA, who you are as a person is of great value to us. As a Teacher, you also have a respectable role in our society. Please conduct yourself accordingly and at all times, during school hours as well as outside of school hours

It is also important that you always perform your duties as required. If there is something that you are not sure you can do, or need help with, please do not hesitate to ask. You must inform the Principal if you are unable to perform any one of your duties.

The attitude (who you are is who we are)...

- Always refer to CEFA as what it is: a Junior Kindergarten School. No other words are permitted, whether speaking to a child, a parent, staff or outsiders. Always be punctual, well-spoken, efficient, discreet and pleasant with the children as well as with the parents and with your co-workers.
- Familiarize yourself with the parents, the children and the staff at CEFA, never excluding the children and parents who are not in your class (they soon will be or already have been!)
- Be kind and understanding to the children at all times. Keep in mind that they need your support and love more so than your teaching.
- Ask the Principal and your Co-Teacher to be excused if you are not in the mood to be in the classroom, do not stay with the children if you are not feeling happy or at least even-keeled.
- Never raise your voice at or near the children. Always keep a positive and respectful attitude, regardless of the circumstances.
- Never share your personal conflicts or other personal or school information with parents.
- Never talk to parents or anyone other than our Principal about any disagreements you may have with the school. Problems are not to be shared

with anyone other than the person who can resolve them. This matter is to be taken extremely seriously and consequences will be enforced.

- Never talk to parents about other parents, even if the information seems irrelevant.
- Never discuss any financial, organizational or any other type of school information with parents.
- Greet every person that comes to visit the classroom, introducing yourself as the Teacher.
- Attend every parent event. These have been designed for parents and Teachers to get to know each-other better, in an informal atmosphere. It is mandatory that you stay at least for the first hour.

The program:

- Follow the requirements of the CEFA curriculum and the CEFA philosophy.
- Follow the weekly schedule outlined for your classroom and prepare each activity in advance.
- Cover every activity in the CEFA schedule, without exception.
- Be aware of the contents of each extra-curricular program at CEFA, it is expected of every Teacher to be knowledgeable in every discipline.
- If the assigned extra-curricular Teacher for a specific activity is absent (for example, music), you must teach a replacement class yourself (i.e. bring instruments to the classroom and improvise a music class).

The paperwork:

- Familiarize yourself with every child's file. These files must be updated as we receive more information. Review each child's file periodically. Keep information on each child, noting the child's development, observations you may have, conversations with the parents, etc. The children's files can be found in the faculty room, which is where they should be reviewed. Do not remove children's files from their folder. Children's files are confidential. Please keep this in mind when removing files from the faculty room and at all times.
- Submit all recorded information pertaining to your classroom to the Administrator. This includes sign-in sheets, old log books (communication books) and fire drill records. All records must be completely filled out and dated, as well as stored (filed).
- Read all parent correspondence and file in your Teacher binder to refer to when needed.

What are a Teacher's duties and responsibilities?

The duties and responsibilities you have as a Teacher at CEFA are outlined in the Teacher Manual, Safety & Health Manual and HR Policy Manual.

It is your responsibility as a Teacher to be knowledgeable and comply with the contents of all manuals at least. In doing this, you will ensure that you:

- Have completed and are in compliance at all times, with all the duties and responsibilities as stated in this Section of the Teacher Manual under “Preparing to start as a CEFA Teacher”.
- Follow the requirements of the CEFA educational program, as detailed in the Teacher Manual and during Training. This includes following the schedule of activities and preparing each activity in advance.