



GROUP PRE-SCHOOL TEACHER

Job Description

POSITION SUMMARY

Works within the framework of Better Beginnings and carries out its functions, policies and procedures, observes the schedules in the center and adheres to its established policies and practices, as well as requirements of funding and regulatory agencies.

The preschool teacher will be responsible for planning and implementing a program to teach young children. This position provides a safe and developmentally appropriate preschool program in accordance with all relevant educational conventions as well as policies and procedures. The preschool teacher is respectful of children and parents, and ensures that equipment and facilities are clean, safe and well maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- ☐ Teaches basic skills such as color, shape, numbers and letter recognition, personal hygiene and social skills.
- ☐ Plans and implements activities to meet the physical, emotional intellectual and social needs of the children in the program.
- ☐ Develops culturally appropriate programs and activities.
- ☐ Develops activities that introduce math and literacy concepts.
- ☐ Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- ☐ Establishes clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- ☐ Establishes and enforces rules for behavior, and procedures for maintaining order.
- ☐ Maintains understanding of and adherence to all emergency procedures.
- ☐ Ensures children are supervised at all times.
- ☐ Establishes routines and provide positive guidance
- ☐ Provides a safe and secure environment for children to feel comfortable.
- ☐ Clearly and effectively communicates in a manner that children understand.
- ☐ Integrates special needs children in a positive and respectful manner.
- ☐ Keeps parents informed of program expectations, program activities and their child's progress.
- ☐ Maintains accurate, confidential and complete student records as required by laws, district policies, and administrative regulations.
- ☐ Enforces all administration policies and rules governing students.
- ☐ Monitors the classroom budget.
- ☐ Supervises, evaluates, and plans assignments for teacher assistants and volunteers.
- ☐ Accomplishes all tasks as appropriately assigned or requested.
- ☐ Ensures children are supervised at all times
- ☐ Develops daily activity plans

- ☐ Provides a variety of materials and resources for children to explore, manipulate and use both in learning activities and in imaginative play.
- ☐ Provides various experiences and activities for children including songs, games and storytelling.
- ☐ Observes children and make note of progress using Teaching Strategies/Creative Curriculum.
- ☐ Observes and evaluate children's performance, behavior, social development, and physical health.
- ☐ Ensures equipment and the facilities are clean, well maintained and safe at all times.
- ☐ Implements positive discipline when required.
- ☐ Participates in community activities as required.
- ☐ Administers tests to help determine children's developmental levels, needs, and potential.
- ☐ Prepares reports on students and activities as required by administration.
- ☐ Discusses children's development with parents.
- ☐ Meets with other professionals to discuss individual students' needs and progress.
- ☐ Attends professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- ☐ Attends staff meetings, and serve on committees as required.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this Job, the employee is regularly required to sit, to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to **50 pounds**. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The ability to interact appropriately in interpersonal situations is a requirement.

REQUIREMENTS/QUALIFICATIONS

- High School diploma or equivalent;
- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Three years+ experience working with young children (birth-8 years);
- Exhibit a genuine nurturing, caring attitude to all children;
- Knowledge of child development and early education theories and practices;
- Knowledge of relevant legislation, policies and procedures;
- Possess cultural awareness and sensitivity.
- CPR certification and basic first aid Certification.
- Must be able to attend and participate in extracurricular events, meetings and training sessions.

DESIRED KNOWLEDGE/SKILLS

- Lesson planning skills;
- Supervisory skills;
- Compassion and understanding;

- Consistent and fair;
- Good interpersonal communication skills;
- Ability to use electronic devices necessary for the efficiency performance of duties.
- Ability to work with children and families to bring about positive behaviors.
- Ability to speak Spanish an asset.