

Job Description

Job Title: Preschool Teacher

Reports to: Classroom Lead Teacher / Director

Summary: Preschool teacher will work with two more teachers in the classroom and no more than 16 children. Teacher will Provides quality instruction to all students by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Greets children and parents/guardians in a professional and enthusiastic manner each day.
2. Corrects each student's classroom work and homework as it is completed as a teacher and not as a technician.*
3. Maintains high standards of student neatness, handwriting and time usage.*
4. Teaches according to Center teaching believes and methods.*
5. Provides instruction as assigned.*
6. Offers appropriate support to students through a positive attitude.*
7. Maintains student mailboxes as activities are completed.*
8. Evaluates and comments on each student's work in the student instructional work.*
9. Alerts Supervisor to any programming concerns and discusses suggested program changes.*
10. Participates in all scheduled teacher meetings.*
11. Remains firm as each situation warrants.
12. Maintains low noise level.
13. Maintain the incident/Injuries reports and notebook.
14. Plans and executes a child-centered day which promotes total development of each child, and applies knowledge of various development stages of infants and toddlers.

15. Changes children's diapers or clothes as needed.
16. Adheres to appropriate diapering procedures at all times to include assuring cleanliness of work areas and proper disposal of diapers.
17. Assists with nap time routine to include creating a relaxing environment.
18. Maintains written documentation of each child's daily activities to include diapering, feeding and sleeping habits, and forwards reports to parents/guardians using the tablets.
19. Completes accurate attendance sheets daily, tallies number of children in attendance and notifies the Director of absences.
20. Administers and documents children's medications in accordance with center policies.
21. Maintains work areas in a sanitary and attractive manner to include sanitizing high chairs, tables, microwave, kitchen counter tops and sinks after feedings and at the end of each day.
22. Washes children's toys daily or more often as needed.
23. Communicates with parents/guardians regarding the special needs of children.
24. Attends professional workshops and seminars, visits centers and reads information pertaining to infancy and early childhood development.
25. Attends parent/guardian, staff and conference meetings as scheduled.
26. Maintain classroom attractive to children and parents by decorating with children's work.
27. Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

EEC Teaching Certificate is required. A minimum of a CDA or a two-year Associate degree is required. Bachelor's degree (B. A.) from four-year college or university; or less than one year related experience and/or training; or equivalent combination of education

and experience is preferable.

Language Ability:

Ability to fluently communicate in Spanish is a must. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write daily reports and correspondence.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of internet software.

Certificates and Licenses:

EEC Teaching Certificate is a must.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate-to-high.

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.

The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to sit on chair/floor; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

Signature

Date