

Job Title:	<b>TEACHER – PRESCHOOL</b>	Reports to:	<b>Principal/Coordinator</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Certified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and/or preschool age children; develops partnerships with birth parents/child’s caregivers to engage and encourage parent participation in program. assures compliance with codes of all State and local governing contracting agencies.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develops, weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children’s development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children’s learning and growth.
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Prepare developmental progress reports as needed.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Exchange information and serve as a member of a multi-disciplinary intervention/prevention team.
- Completes child transition and orientation of the classroom with parents.
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Liaison with children's families to ensure smooth transition from home to child care setting and transitions from classroom to classroom when needed.
- Assist families with children's transitions from toddler to preschool and from preschool to kindergarten.
- Maintain accurate, complete and timely client and agency records; Completes daily meal and attendance records.
- Maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
- Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
- Completes daily health checks regarding hygiene, safety, and overall well-being of the children.
- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Assist with functioning and monitoring of nutrition and food service.
- Assist with the supervision of staff and volunteers for child care setting.
- Conducts supervision on a weekly basis with Associate Teachers and Assistant Teachers.
- Ensures that the Associate Teacher and Assistant Teachers are kept updated in all matters concerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies & procedures, training received.
- Completes yearly performance evaluations.
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Reports all staffing and classroom concerns to supervisor in a timely manner.
- Reports family changes in schedules and excessive absences to administration in a timely manner.

- Participate in on-going in-service and educational development opportunities provided by the Agency.
- Participate in ongoing development and evaluation of center's goals and objectives.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- 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
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Demonstrated ability to motivate adolescent youth to work to meet high expectations
- Proven effective classroom instructional and management skills
- Experience with personalized student advising and motivation skills
- Exceptional interpersonal and communication skills with students and parents, written and oral
- Passion for working with, and teaching, youth of various social, educational, and economic backgrounds and levels
- Positive experience in working closely with parent and/or community groups
- Willingness to go "above and beyond" to support students in achieving academic goals
- Commitment to continued personal and professional growth
- Willing attitude to be a part of the school team; strong sense of professionalism skills
- Management and organizational ability, common sense, motivation, positive attitude
- Ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.
- Communicate effectively with all members of the school district and community.
- Comply with all district policies, rules and regulations.
- Ability to maintain classroom control and a productive learning environment/climate.

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Bachelor's degree from an accredited college or university.
- A valid Arizona Teacher Certification Early Childhood Endorsement
- Demonstrated experience and knowledge of the content area and approved curriculum.
- Effective communication, collaboration, and interpersonal skills for building an environment with common instructional focus, promoting initiatives, and conveying expectations

**Computer Proficiency:** MS Office Suite, Google Suite

### **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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

### **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety

of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*