



Job Description

Title: Preschool Teacher	FLSA Status: Non-Exempt	Months: 10
Supervisor: Preschool Director	Supervises: N/A	Range: 9
Department: Educational Services	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of the Preschool Director, serve as responsible for the enrichment preschool program and perform paraprofessional instructional activities; reinforce instruction to preschool-aged students in various skills; perform a variety of clerical and supportive tasks for the preschool; ensure a safe environment for children and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide supervision, care and learning activities to preschool-age children in a classroom environment; ensure learning activities and classroom functions comply with established curriculum standards.
- Plan and implement preschool curriculum with Preschool Director and site Principal; develop daily lesson plans and recommend program changes to enhance program quality.
- Monitor, assess and report progress of student performance and behavior; maintain related student records and files including progress reports; conference with parents.
- Supervise activities of children in the classroom, play area and grounds; observe and control behavior of children in the classroom according to approved procedures.
- Assist with food preparation and the serving of lunches and snacks.
- Compile and prepare data for statistical and operational reports including bookkeeping and billing/collections; prepare and maintain various records and reports related to students, attendance and assigned activities.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Operate a variety of classroom and office equipment including audio visual equipment as necessary.
- Communicate with teachers, staff, administrators, parents and others to exchange information, coordinate activities and programs and resolve issues or concerns; communicate preschool program to parents.
- Administer basic first aid to children as needed; prepare accident reports as necessary.
- Attend staff meetings as required.

OTHER DUTIES:

- Perform 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. The work environment characteristics and physical demands 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.

Knowledge of:

- Child guidance principles and practices.
- Classroom procedures and appropriate child conduct.

- Instructional methods and techniques.
- Program policies, objectives and performance standards.
- Safe practices in classroom and playground activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid and CPR procedures.
- Record-keeping and report preparation techniques.

Skills/Ability to:

- Provide supervision, care and learning activities to preschool-age children in a classroom environment.
- Develop and implement lesson plans, instructional materials and a variety of activities to meet the needs and interests of children.
- Monitor, assess and report progress of children.
- Monitor, assess and adjust activities in response to children needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Operate standard office and classroom equipment including a computer and assigned software.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One year of paid or volunteer experience as a preschool teacher.
- Fifteen (15) hours or equivalent of course work in child development.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

Work Environment:

- Indoor/classroom environment.

Physical Demands:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist children.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.