

# PRESCHOOL TEACHER

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## **Minimum requirements:**

- Graduation from high school or GED;
- One year of experience in an early childhood program serving preschoolers in a developmentally appropriate environment.
- Must have a Child Development Associate (CDA) credential or higher; or must obtain the credential within one year of employment
- Must have (or be willing to obtain) training and experience necessary to develop consistent, stable, and supportive relationships with very young children.

## **Must be able to do the following:**

- Communicate effectively with preschoolers, their parents, and other staff.
- Provide quality, nurturing care to preschoolers enrolled in the program.
- Demonstrate skills to properly address developmental needs of preschoolers.
- Conduct and document developmental screenings and assessments of children.
- Maintain effective, working relationships with children, parents, and staff.

## **Nature of Work**

- Hours of work and schedule are determined by the Director, based upon program needs and availability of funds.
- Work involves providing comprehensive childcare services for preschoolers
- The staff/child ratio will be 1:8 for each Two's teacher, 1:10 for each Three's and Four's teacher, 1:12 for each Five Year old teacher..
- Supervision/evaluation of the teacher is provided by the center director.

## **Job Duties and Responsibilities**

- Maintains an open, friendly, and cooperative relationship with each child and family.
- Encourages each child's family to be actively involved in the program.
- Promotes parent-child bonding and nurturing parent-child relationships.
- Promotes feelings of security and trust in preschool.
- Greets children and their parents warmly and with enthusiasm each morning.

- Engages (Talks, discusses, reads etc) to the children frequently.
- Responds quickly in a calm and tender manner to children's distress.
- Implements individualized teaching plans for children; respects individual preferences and eating styles; sits with children and shares family-style meal; models manners and good nutrition.
- Tends to children's personal hygiene needs, remaining especially attentive to them during routines such as diaper changing (If needed), cleaning, feeding, and changing soiled or wet clothes.
- Respects children's curiosity about each other; ensures that children treat each other gently and with respect.
- Organizes each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- Conducts developmental screenings (we currently use E-LAP) and ongoing assessments of preschool to determine motor, language, social, cognitive perceptual and emotional skills.
- Completes timely, neat and accurate documentation as needed.
- Maintains a safe, clean, care-giving environment, practices good personal hygiene and hand washing, and assures the well being and safety of all of the children in that environment.
- Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working or volunteering in the program.
- Maintains a cooperative attitude of working together with other teachers, the center director, parents and volunteers in planning and implementing activities for the program/classroom.
- Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.
- Provides for the physical safety of each child from arrival time until departure time.
- Observes children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and reports these signs immediately to the center director or person in charge.
- Attends all training opportunities and staff meetings as provided and scheduled.
- Performs any other tasks deemed necessary by the center director.