

Pre-K Teacher- Job Description

The lead Pre-K teacher is responsible for the early education and safety of the children in their care.

Duties and Responsibilities -include developing and delivering interactive learning programs to engage and educate young pre-school aged children. The teacher is responsible for planning and implementing daily classroom lesson plans and assuring the safety of children in their care.

Duties and Responsibilities include the following.

- Plans and prepares lesson plans, and submits these in accordance with administrative guidelines.
- Oversees and facilitates the general safety of the classroom environment and its activities which also include outside play.
- Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, science and physical activities.
- Assists children with completing assigned projects and enhancing learning skills.
- Designs and maintains classroom climate to include visual aids related to curriculum and age/stage of development.
- Monitors talents, special abilities, disabilities, deficiencies or problems of each individual child, documents issues/concerns as needed and notifies management.
- Promotes and fosters each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
- Prepares thorough evaluations for children on a yearly basis or as needed.
- Establishes and maintains a positive interpersonal relationship with all children, fellow staff and parents/guardians.
- Assists children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.
- Assists in daily supervision of volunteers, assistants and/or aides.
- Attends in-service training, conferences, staff meetings and parent meetings as required.
- Performs general classroom cleaning duties as necessary
- Writes summaries of daily activities and provides parents/guardians with documentation, this includes regular communication with parents through conferences, phone conversations, and newsletters. Written communication to the entire class must be approved by the director.
- Maintains accurate and current attendance records and other related paperwork.
- Adheres to all established policies, procedures and code of ethics.
- Adheres to health/safety and sanitation procedures
- Performs other related duties as assigned.

Job Requirements

Interpersonal

The candidate must have a passion for working with children, an ability to build rapport with children, possess a positive and patient demeanor, be flexible, able to work with diverse groups of ages of children, and be sensitive to the needs of children.

Abilities

- Ability to develop activities that are fun and educational for young children
- Ability to instruct young children in rules of conduct and learning new tasks
- Ability to select the appropriate teaching method and adapt to children's learning styles
- Ability to effectively communicate with children and parents
- Ability to accept responsibility and is self-motivated
- Proficient active listening skills to understand and adapt to the various needs of children and parents
- Patience and compassion suitable for working with young children.

Education and Experience:

The candidate must possess an associate's degree in Early Childhood, Child Development or related field or Child Development Associate (CDA) credential; or, at least nine college credits in Early Childhood, Child Development or a related field, with a plan leading to a Child Development Associate certification. Two years of experience related to caring for children is a plus. A certificate in CPR & First Aid is required and must be received and/or maintained with 6 months after hiring.

Other Requirements:

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. While performing the duties of this job, the employee is regularly required to: Crouch, crawl, use hands & reach with hands and arms as needed to work with small children. The candidate must be able to lift children who may be up to 50 pounds in weight.