

Job Description

Job Title: Preschool Teacher

Reports To: Principal

FLSA Status: Exempt

Department: School

Summary: Responsible for planning and implementing daily classroom lesson plans and assuring safety of children in the preschool classroom by performing the following duties.

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

1. Plans and prepares lesson plans, and submits in accordance with administrative guidelines.
2. Oversees and facilitates the general safety of the classroom environment and its activities to include outside play.
3. Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, science and physical activities.
4. Assists children with completing assigned projects and enhancing learning skills.
5. Designs and maintains classroom climate to include visual aids related to curriculum and age/stage of development.
6. Monitors talents, special abilities, disabilities, deficiencies or problems of each individual child, documents issues/concerns as needed in log book and notifies management.
7. 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.
8. Prepares thorough evaluations for children on a yearly basis or as needed.
9. Establishes and maintains a positive interpersonal relationship with all children, fellow staff and parents/guardians.
10. Assists children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.
11. Works closely with other preschool teacher in a team-teaching atmosphere for classroom activities and shares pertinent information, suggestions of ideas on a regular basis.
12. Assists in daily supervision of Volunteers and Aides.
13. Attends in-service training, conferences, staff meetings and parent meetings as required.
14. Performs general classroom cleaning duties as necessary.

15. Writes summary of daily activities and provides parents/guardian with documentation.
16. Maintains accurate and current attendance records and other related paperwork.
17. Adheres to all established policies, procedures, and code of ethics.
18. 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:

Associate's degree.

Skills:

Oral Communication Skills	Family/Child Relations
Written Communication Skills	Organization
Interpersonal Relations	Planning
Customer Service	Professionalism
Diplomacy	Reading Skills
Time Management	Computer Skills

Certificates and Licenses:

CDC
CPR

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. Frequently exposed to outdoor weather conditions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand, sit and stoop, kneel, crouch, crawl, or walk. The employee is frequently required to climb a minimum of two flights of stairs. The employee is occasionally required to reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 10 pounds.