

## **Job Description**

### **Title: Preschool Teacher (3-5 Year Old)**

**Reports to:** Building Principal

### **General Summary of Responsibilities:**

Coordinates the planning and implementation of programming related to the building preschool program and its accompanying routines and activities for the school district under the direction of the building principal and the Director of Early Childhood Education.

### **Essential Functions:**

1. Provides direction to and serves as an advocate for the preschool education program
2. Works with the Director of Early Childhood Education to develop parent and family education programs
3. Prepares and carries out weekly lesson plans based on developmentally appropriate practices and outcomes
4. Maintains accurate and appropriate progress reports on individual children and communicates child progress to parents
5. Provides for conditions in the classroom that enable all students to feel safe, secure, and healthy
6. Assists in the development of preschool budgets
7. Participates in building/district in-service and staff development
8. Supervises activities of children in a safe, healthy environment conducive to the appropriate social, emotional, intellectual, and physical development of each child
9. Maintains an accurate inventory of all classroom equipment
10. Utilizes current best practices in early childhood education to meet district outcomes/objectives for preschool children
11. Provides assistance to district curriculum personnel related to developmentally appropriate curriculum, objectives, instruction, materials and in-service/staff development opportunities for preschool student
12. Supervises the activities of parents, volunteers, or para-professionals in the classroom
13. Arranges for and participates in parent meetings
14. Provides for successful transition of preschool children and families to the kindergarten program
15. Provides appropriate oral/written communication to parents
16. Performs other duties as related and assigned

**Qualifications:**

1. Education Level: Minimum: BA Degree in Early Childhood/Preschool
2. Certification or Licensure: NE Teaching Certificate, Early Childhood Endorsement
3. Experience desired: Teaching experience in preschool or primary grades is preferred. Experience with family education and early childhood care is desired.
4. Other requirements: Strong oral and written communications skills.

**Special Requirements:**

Never	Occasional	Frequent	Constant
<u>0%</u>	<u>1 - 32%</u>	<u>33 - 66%</u>	<u>67% +</u>