

Preschool Teacher

JOB SUMMARY:

Teach with emphasis on development of the whole child, to include partnership with parents and working with the entire family. Plan and implement developmentally appropriate lesson plans and implement Head Start philosophy and standards. Organize and manage classroom activities, maintaining structure and giving direction while allowing free play and creative expression. Maintain up-to-date, accurate records pertaining to children and conduct appropriate assessments. Work with Teacher Assistant.

ESSENTIAL FUNCTIONS:

1. The Lead Teacher must be an appropriate role model for staff, parents and children. He/She is responsible for exhibiting good communication, problem solving and priority setting skills as well as maintaining an overall positive attitude.
2. Instruct children using the Creative Curriculum framework and Head Start guidelines; follow developmentally appropriate practices and write lesson plans that meet the needs of the class as a whole and meet individual needs based on assessment results
3. Identify, assess, and address the social and emotional needs of children
4. Use preventive measures to manage children's behavior in and out of the classroom
5. Document and maintain records pertaining to children and their development, as required by Licensing, Missouri Voluntary Accreditation, Head Start and any other licensing, accrediting or fundraising bodies.
6. Care for children, e.g., sharing meals, coordinating naptime and helping with their bathroom needs
7. Communicate/consult/interact with Agency personnel regarding children's issues, their development, social and emotional needs, etc.
8. Communicate and consult with parents regarding the developmental needs of their children
9. Provide direct services/instruction which promote child comfort, safety, and learning
10. Attend meetings and activities such as, but not limited to, parent teacher conferences, home visits, open house, graduation, etc. Supervise the work performed by teaching

- assistants, substitute teachers and volunteers
11. Use Word, Internet, email client and other software programs as designated by supervisor
 12. Respond to emails daily
 13. Regular and satisfactory attendance and punctuality

JOB SPECIFICATIONS/EXPERIENCE/CERTIFICATION/EDUCATION:

Required:

1. B.S. or B.A. (Early Childhood Education, Special Education, Elementary Education, Psychology or Social Work)
2. Two years in preschool as a teacher

Preferred:

1. Bi-lingual (English and Spanish)
2. Previous experience working with at-risk children

PHYSICAL REQUIREMENTS:

1. Lift, carry and hold children as needed – (lift 70 pounds)
2. Stoop, crawl, kneel and bend to speak to children

3. Play with children
4. Clean up, e.g., pick up toys and equipment on the floor
5. Daily time spent outside year round

WORK HOURS:

1. Nine hour day, including one hour for lunch.
2. Occasionally required to attend work-related functions after hours, e.g., parent teacher conferences, graduation activities, special events and other similar activities

WORK CONDITIONS:

1. Classroom setting
2. Outside on playground
3. Homes of families
4. Field trip locations
5. Attending functions outside of regular work hours, e.g., parent teacher conferences in the evenings, preschool graduation activities, etc.

SUPERVISES:

1. Teaching assistants
2. Substitute teachers
3. Volunteers

CORE COMPETENCIES:

1. **Child Growth and Development:** Understand how children acquire language and creative expression and develop physically, cognitively, and socially.
2. **Learning Environment and Curriculum:** Establish an environment that provides learning experiences that meet each child's needs, capabilities, and interests.
3. **Child Observation and Assessment:** Observe and assess what children know and can do in order to provide curriculum that meets their developmental and learning needs.
4. **Relationship with Families:** Work collaboratively with families and representatives of agencies/organizations to meet children's needs and to encourage the community's involvement with early care and education.
5. **Health, Safety and Nutrition:** Establish and maintain an environment that ensures children's healthy development, safety, and nourishment.
6. **Interactions with Children:** Establish supportive relationships with children and guide them as individuals and as a part of a group.
7. **Planning and Development:** Establish, implement, and evaluate lessons, activities and track each child's progress.
8. **Professional Development and Leadership:** Serve children and families in a professional manner and participate in the community as a representative of early childhood care and education.
9. **Cultural Competence:** Understand and appreciate the diversity of the families served by SSDN. Develop an awareness of the cultural norms, values, beliefs, traditions and interactions of those families and treat each child and family with dignity and respect.

10. **Agency Values:** Embrace SSDN's mission and vision while working to support its efforts to create an environment conducive to helping children learn, grow and develop to their fullest potential. In addition, be a role model to children, their families and colleagues.

APPLICATION PROCESS:

1. Resume, Cover Letter, and Transcript
2. Three Letters of Recommendation
3. Three Referrals
4. Screening Questions
5. Criminal Background Check, T.B. Test, Physical, and Vaccination (If Offered the Position)

BENEFITS:

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| <ol style="list-style-type: none">1. Competitive Salary2. Health Insurance3. 401k4. Short/Long Term Disability | <ol style="list-style-type: none">5. PTO (Paid Time Off)6. Dental7. Life Insurance |
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