

Job Description Teacher – Preschool

Reports to and is supervised by the director. Works with Assistant Teacher and is responsible for the supervision and management of the class.

Qualifications

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the GMELC's program and philosophy. Must be at least 19 years old and meet the requirements of the Office of Child Care and/or accreditation organizations.

Minimum Educational and Experience Requirements

90 hours certificate in ECE, CDA, AA or BA preferred in ECE

At least one year experience teaching preschool children

Skills

- Have knowledge of developmentally appropriate practices in early childhood education
- Must be able to conform to an established work schedule
- Have effective interpersonal skills with others
- Have the ability to communicate in a concise and effective manner
- Have the ability to understand and follow instructions
- Have the ability to exercise tact, discretion and confidentiality

Responsibilities

1. Develop and implement a developmentally appropriate preschool program for young children.

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Must model good nutritional habits
- Ensure that equipment and the facility are clean, well maintained and safe at all times
- Provide weekly lesson plans and monthly newsletter to the director one week ahead
- Provides various experiences and activities for children including songs, games and story telling
- Develop culturally appropriate programs and activities
- Develop age appropriate math and literacy concepts
- Comfort children
- Build children's esteem
- Provide a safe and secure environment for children to feel comfortable
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress
- Integrate special needs children in a positive and respectful manner

2. Supervise children at the GMELC
 - Follow GMELC's positive discipline policies and procedures
 - Ensure children are supervised at all times
 - Establish routines and provide positive guidance
 - Be familiar with emergency procedures

3. Communicate with parents and members of the community
 - Discuss children's development with parents in private
 - Hold two formal parent conferences annually
 - Discuss problems, issues and needs include the director as appropriate
 - Participate in all GMELC activities
 - Promote literacy and early education

4. Maintain program administration
 - Keep parents informed of program expectation, program activities and their child's progress
 - Develop and maintain current, accurate and confidential children's files
 - Develop weekly lesson plans
 - All purchases need prior approval from the director

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The teacher must have proficient knowledge in the following areas:

- ✓ Child development and early education theories and practices
- ✓ Safe and appropriate activities for children
- ✓ Relevant legislation, policies and procedures to ensure that children are supervised and safe at all times
- ✓ An understanding of the cultural environment of the children

Skills

The teacher must demonstrate the following skills:

- ✓ Team building skills
- ✓ Supervisory skills
- ✓ Analytical and problem solving skills
- ✓ Decision making skills
- ✓ Effective verbal and listening communication skills
- ✓ Stress management skills
- ✓ Time management skills
- ✓ Teaching skills

Personal Attributes

The teacher must maintain strict confidentiality in performing the duties of Preschool teacher. The teacher must also demonstrate the following personal attributes:

- ✓ Be respectful
- ✓ Possess cultural awareness and sensitivity
- ✓ Be flexible
- ✓ Demonstrate sound work ethics
- ✓ Be consistent and fair
- ✓ Be compassionate and understanding
- ✓ Be able to build esteem while ensuring a safe and secure environment

The teacher would normally attain the knowledge, skills and attitudes required for the position through completion of a BA in Early Childhood Education combined with related preschool teaching experience.

Working Conditions

Physical Demands

Caring for children can be physically demanding. The teacher may be lifting and carrying children and equipment, and may spend time sitting on the floor or the child sized furniture. The teacher will be expected to clean and maintain equipment and the facility, and may move throughout the community with children. The teacher may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Environmental Conditions

The teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the teacher will have to supervise all children at all times.

Mental Demands

Caring for children can be stressful. The teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the teacher must be prepared to handle accidents and emergencies at any time.