

Job Description for a Teacher at Westminster's Preschool

GENERAL STATEMENT:

The person selected for this position will be responsible for the instruction, supervision and management of a class of 12-17 children to promote the social, emotional, academic, physical and faith development for children between the ages of 2 ½-6 years of age.

SUPERVISION:

The Preschool Director is the direct supervisor of this individual and is responsible for training, supervision, and evaluation.

RESPONSIBILITIES:

Classroom responsibilities are defined and should be in accordance with Westminster's Preschool's Personnel Policies and Procedures. These responsibilities shall include, but will not be limited to the following:

Program/Curriculum:

- Planning, supervising and implementing the program for the assigned class according to the curriculum/monthly themes/ weekly alphabet assignment and scheduled extracurricular activities set by the Preschool Director.
- Plan lessons that are age-appropriate
- Incorporate developmental goals into the lessons:
 - Plan, organize and lead activities to promote social & emotional, academic, physical and faith development.
 - Include in lessons - math & reading readiness activities, arts & crafts, games, music, story time & books, music & finger plays, nursery rhymes, and chapel lessons
 - Prepare, provide and demonstrate a variety of materials and resources for the children to explore, manipulate and use, both in learning activities and in imaginative play
 - Plan a balanced program of instruction, demonstration, work and play time that provides the children with opportunities to observe, question, respond, interact, and enjoy
- Observe and evaluate the children's performance, behavior, social development and physical health as an on-going basis –
 - Accurately complete bi-annual student Developmental Assessments in a timely manner
 - Adapt teaching methods and instructional materials to meet the children's varying needs and interests
 - Complete student evaluations for outside agencies
 - Share concerns with the parents or guardians, Preschool Director and/or developmental specialists
- Maintain the daily schedule and manage efficient and smooth transitions from one activity to another
- Supervise, evaluate, and plan assignments for the teacher aides or volunteers to complete during Center Time or while assisting in the classroom.
- Supervise and help the children learn during and from planned school events, in-house field trips, visits by guests, or other experiential activities
- Keep all appropriate records: time sheets (if required) and attendance
- Be aware and responsible for all children in the classroom who have Allergy Action Plans: food, bee, latex, asthma
- Be responsible for the ordered arrangement, appearance, educational environment, and safety of the classroom
- Be responsible for the room set-up and take down of the classroom each day
- Provide the children with a snack and beverage from the school supply each day.
- Make sure that children with food allergies receive only the snack and/or beverage as stipulated in their Allergy Plan
- Assist with cleaning and organizing craft materials, toys and equipment in the classroom and storage areas
- Assist the Preschool Director in explaining the preschool program to visitors by welcoming potential students and their families into their classroom and answering questions as time permits.
- Assist all staff members and children in the event of an emergency according to the procedures written in the Safe School Plan.
- Inventory, store, and order classroom equipment and supplies for the current year and future years
- Accept college students who are participating in an intern opportunity into their classrooms (if willing and appropriate)

Professionalism:

- Demonstrate an enthusiasm for teaching and working with young children
- Be willing and successful in completing all of the health and safety classes, the required clearances and training videos
- Maintain satisfactory attendance and punctuality
- Interact in a respectful manner with fellow staff members
- Attend preschool staff meetings and in-service training sessions

- Attend staff meetings, professional meetings, educational conferences, teacher training workshops in order to maintain and improve professional competence
- Practice professional ethics by never sharing concerns or information about a child or his/her family with anyone other than the teacher's aide (if appropriate) and the Director.
- Collaborate with other staff members and administrators in the development, evaluation and revision of the preschool program
- Have a willingness to try to solve problems independently
- Show flexibility, emotional stability and self-control
- Maintain acceptable appearance and proper grooming

Interaction with the children:

- Treat children and their families with dignity and respect
 - Be aware of individual needs of the children with concern for their cultural and social-economic background, interests, special needs, learning style and pace of learning
 - Help children to become aware of their roles as an integral member of a group
 - Respond respectfully and effectively to inappropriate behavior from a child
 - Motivate children with positive verbal reinforcement
- Be aware of the activities and whereabouts of the entire group at all times
- Attend to the children's basic needs: eating habits, personal hygiene

Communication with families:

- Compose and distribute informative, accurate, legible and timely monthly newsletter and calendar
- Keep parents informed of activities by writing "Daily Happenings" on the whiteboard
- Post parent involvement opportunities
- Keep parents informed of child's progress and concerns
- Help to facilitate the separation of the children from their parents

Physical Demands:

- Be able to successfully perform the following physical demands that are essential functions of this job: stand, sit, use hands to handle or feel objects, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk, hear, taste, smell, lift and/or move up to 25 pounds, and have specific vision abilities (close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus).
- Be aware that reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

Work Environment

- Properly use the furniture and equipment designed to accommodate the needs of the preschool-age children
- Be exposed to air quality and temperature in the classroom that is maintained by Westminster Presbyterian Church administrators and custodians
- Be exposed to a moderate to sometimes loud noise level in the work environment
- Be exposed to weather conditions prevalent at the time for car line and outside play
- Be aware that reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions
- Report to the Preschool Director any conditions that are unsafe, unhealthy or need to be changed

I have read the above job description and will, to the best of my ability, fulfill the responsibilities as listed:

Signature: _____

Date: _____

Printed name: _____