



## **Preschool Teacher Job Description**

### **Job Classification**

Teaching staff

### **Required Qualifications**

A Preschool Teacher must:

- Be at least 18 years of age
- Have a high school degree or equivalent education
- Have training in early childhood education or child development and/or experience working with children of preschool age
- Submit to a background check
- Be mentally and physically capable of caring for a large group of children when needed
- Possess a strong work ethic, be punctual, and have minimal absences
- Have an awareness of the unique needs of preschool-aged children
- Be available for hours scheduled between 8:00am and 4:00pm Monday – Thursday in alignment with the public school calendar
- Current CPR/First Aid and Food Worker Card or ability to obtain upon hiring
- Be able to kneel, bend, squat, lift, push, pull, and carry up to 50 lbs
- Be prepared for frequent exposure to weather elements, such as high and low temperatures, precipitation, and wind

### **Preferred Qualifications**

- Preschool CDA credential or Associate's degree or higher in Education or Early Childhood Education or comparable degree
- At least two years experience working with children of a similar age
- Demonstrated use of child-centered teaching strategies and successful classroom management skills

### **Required Expectations**

- Ensure the safety and well-being of each child by responding to their emotional, social, physical, and educational needs
- Be warm and nurturing with children
- Be a positive role model for all staff and children
- Ability to work well with others (staff, children, parents) and to foster a team environment
- Be collaborative and communicative with teaching staff

### **Responsibilities and Duties**

Including, but not limited to, the following:

- Share responsibility in lesson planning and implementation of daily classroom activities
- Help children who need extra support to participate fully in class activities
- Maintain positive relationships and communication with families
- Assume substitute teaching responsibility for a classroom at any given time
- Collect required anecdotes and information for ongoing assessments, curriculum planning, and family communication
- Ensure joyful and stimulating classroom experiences to preschool children

- Attend trainings and staff meetings as required
- Maintain a professional self-image and project the values of the organization at all times

**Schedule**

- September-June; Mondays-Thursdays between 8am and 4pm
- 20-28 hours per week
- Aligned with Evergreen School District calendar
- Set schedule determined upon hiring

**Immediate Supervisor**

The Preschool Teacher collaborates with the Lead Teacher in the classroom and is under the supervision of the Preschool Director.

**Salary and Benefits**

- Salary DOE; \$14-18.50/hour evenly divided over 10 months
- Paid sick days
- School holidays and vacations

Please note the above job description is meant to be a guideline and does not list all job responsibilities of the Preschool Teacher.