

Job Description:

Job Title:	Teacher - Preschool	Effective Date:	July 2023
Supervisor:	Team Leader	Entry Level Salary: <i>(based on 43 weeks or 1505 hours)</i>	BA/ECE w/ Level 1 \$35,368 BA ECE or Related \$30,853 AA/ECE \$27,466
Employment Status:	Exempt	Bona fide salaried employees who are not covered by the FLSA's overtime pay provisions, and therefore are not compensated for hours worked beyond regular working hours.	

Responsibilities:

- Implement the Program's vision, mission, goals, objectives, policies and Program Plans.
- Supervise/direct activities of assistants, aides, and volunteers with a thorough understanding of job descriptions.
- Know and ensure compliance with state and federal regulations.
- Ensure maintenance of child-staff ratio.
- Coordinate daily activities in the classroom and complete daily attendance, monthly enrollment and meal counts.
- Develop/implement weekly plans with developmentally appropriate indoor/outdoor activities for individuals/groups.
- Establish a classroom with well-defined learning areas for individuals/groups.
- Maintain a safe, healthy, attractive learning environment.
- Request equipment/supplies and/or center equipment repairs following procedure to ensure a safe and enriched learning environment and complete classroom inventory bi-annually.
- Use appropriate discipline techniques established by Program policy with **NO** physical or emotional punishment.
- Implement all components of program-wide Positive Behavior Intervention Support (PBIS) approach.
- Model and teach consistently the PBIS expectations to: be safe; be respectful; and be a team player.
- Maintain up-to-date emergency information for each child and permission information.
- Assist with health screening as required.
- Participate in and document monthly fire and other emergency drills.
- Respond calmly in emergency situations/follow procedure.
- Recognize and respond to accidents and illness; follow procedure.
- Document children's accidents and illness daily and review/file doctor's notes for return to classroom.
- Review accident and illness tracking and take preventative and/or corrective action steps as needed.
- Provide social/emotional support for each child by: responding to crying, rocking, and other appropriate techniques.
- Use a modulated, appropriate tone of voice with children.
- Meet physical needs of each child such as: potty training, changing diapers and soiled clothing, administering prescription medication, and feeding as needed.
- Report suspicion of child abuse and/or neglect following procedure and submit forms.
- Develop an Individual Development Plan for each child.
- Document progress using Developmental Checklists based on recorded observations, work samples, photos, etc.
- Document concerns and/or additional information for each family/child on file memo.
- Assess each child using the Ages and Stages Questionnaire (ASQ) and Ages and Stages (ASQ) - SE
- Provide supervisor with information concerning children who may be in need of special services and/or with behavior concerns.
- Make referrals to the Health & Development Manager for children who may be in need of special services.
- Attend and participate in meetings regarding children with special needs/disabilities.
- Schedule children/families for and participate in weekly Family and Child Team (FACT) meetings to address needs.
- Meet with family for Initial Home Visit/Conf to gather planning information before each child attends the center.
- Conduct Family/Child Orientation following procedures.
- Schedule, conduct and track a minimum of two (2) home visits and (2) conferences for each child to share information with parents/submit reports.
- Promote an open, working relationship with families and encourage family/parent involvement.
- Promote an open, positive, team approach with co-workers.
- Report Program, center, child/family and/or co-workers related problems/concerns to immediate supervisor.
- Participate in Center Committee meetings as required.
- Participate in classroom self-assessment and analysis of Program-Center-Classroom Profiles to improve outcomes.
- Participate in supervisory feedback discussions and complete follow-up as recommended.

Responsibilities:	
<ul style="list-style-type: none"> • Assist in the orientation/training of new staff and volunteers; provide feedback. • Maintain safety of children being transported to/from center utilizing required child safety restraints and following Transportation and Pedestrian Safety procedures. • Perform other duties as assigned by immediate supervisor and approved by the School Readiness Director. 	
Qualifications:	
Education and Experience:	<ul style="list-style-type: none"> • BA/BS in Early Childhood Education with Level 1 Certification - required for Teachers in the PA PreK Counts Option and must meet requirements to obtain Level 2 Certification within timelines established by the PA Department of Education • BA/BS in Early Childhood Education - preferred for Head Start and Child Care Teachers • AA degree in Early Childhood Education and experience working with children/families - minimum for Teachers in Head Start and Child Care Options only
Skills:	
<ul style="list-style-type: none"> • Ability to take direction and follow through as expected. • Ability to accept and exercise authority appropriately and make rational decisions. • Ability to plan, assign and supervise the work of designated personnel. • A patient and understanding manner with children. • Ability to establish/maintain effective working relationships with children/families, co-workers, professional colleagues. • Ability to recognize and respect confidentiality. • Ability to effectively communicate in oral and written form. • Ability to use technology for communication, record keeping, reporting, and monitoring – Microsoft Office, Power point, Excel, and web based software. • Physical and mental ability to supervise and assist children participating during indoor/outdoor activities which includes the use of gross motor equipment, walks, and field trips. • Physical and mental ability to respond quickly to needs of children during daily activities and in emergency situations. Visual and auditory ability to provide children and co-workers with a safe, secure environment. • Physical ability to lift children ages 3-5 (30-50 lbs.) in emergency situations only. • Physical and mental ability to model/participate in activities for preschool age - includes repetitive bending, stooping, sitting on floor and on child-size chairs (8"-12") with use of gross/fine motor, language, visual, and cognitive skills. • Assist in the preparation of meals with ability to utilize large and small appliances (stove, microwave, and dishwasher) and carry food to and from kitchen. • Assist in the set-up and clean-up of meals that include sanitizing tables, transporting dishes to and from kitchen, sweeping/mopping of floors. • Assist in daily routines of children such as riding the bus (Head Start only), diapering, bath rooming, tooth brushing, rest/quiet time which includes the ability to set-up and maneuver cots/mats. • Assist in maintaining health/hygiene of classroom by sanitizing toys, sweeping, mopping, moving equipment, and disposing of garbage as needed (under normal circumstances). • Physical ability to ascend/descend steps on a regular basis to access bathrooms, kitchen, and play areas to evacuate in emergency situations and to make home visits as required. 	
Requirements:	
<ul style="list-style-type: none"> • Must receive a negative pre-employment drug-screening test. • Must receive an initial health appraisal and Mantoux TB test and a health appraisal every two years once employed. • Must receive Child Abuse, Criminal History, National Sex Offender Registry and FBI Fingerprint Background Clearances. • Be punctual and reliable in attendance. • Be professional, productive, and follow the Standards of Conduct, Conflict of Interest, and Confidentiality policies. • Work evenings and flexible hours when necessary. • Travel as required. • Participate in a minimum of two professional growth/development activities and relevant associations. • Participate in required Keystone STARS Core Training Series, including Child Abuse Mandated Reporter Training. • Utilize a Professional Development Plan and participate in job-related training and professional development opportunities to enhance competence and performance, including these annual requirements: CBK: 24 hours minimum - Child Observation, Inclusive Practices, and/or ERS Curriculum, Program/Child Assessment, and/or Appropriate Learning Standards; Common Childhood Illnesses; Pediatric First Aid Certification; Child Abuse Reporting; Transportation/Pedestrian Safety; Fire Safety; and Emergency Preparedness • Participate in Program Committees/Teams, meetings, etc. 	

- Participate in performance assessments.

PHYSICAL ACTIVITY JOB REQUIREMENTS:

Job Title:	Teacher - Preschool	Effective Date:	August 2016	
PHYSICAL ACTIVITY	FREQUENCY OF ACTIVITY			
	Not At All Not Performed	Occasionally Up to 33% of Time 1-2.5 hours	Frequently 34% - 66% of Time 3- 4.5 hours	Continuously 67% -100% of Time 5-7 hours
Sitting		X		
Standing			X	
Walking			X	
Bending Over		X		
Twisting		X		
Climbing		X		
Reach Above Shoulder		X		
Crouching/Stooping		X		
Kneeling		X		
Balancing		X		
Pushing or Pulling		X		
Repetitive Use of Hands				X
Fine Finger Dexterity				X
Grasping - Simple/Light				X
Grasping - Firm/Strong				X
Lifting or Carrying:				
• up to 10 lbs			X	
• 11-20 lbs			X	
• 21-50 lbs		X		
• 50 or more lbs	X			
Use of Head and Neck				X
Frequency of Interpersonal Relationships Necessary to Perform Job				X
Frequency of Stressful Situations Necessary to Perform Job		X		

I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.

Employee Signature

Date

HR Manager and Supervisor Signatures

Date