

Job Description:			
Job Title:	Teacher - Preschool	Effective Date:	July 2025
Supervisor:	Team Leader	Entry Level Salary: <i>(based on 43 weeks or 1505 hours)</i>	BA/ECE w/ Level 1 \$36,496 BA ECE/Related or \$31,981 AA/ECE
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; be a team player; and be kind.
- 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, following procedures.
- 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 child on a child's Individual Development Plan (IDP) and discuss with Family Advocate during Family and Child Team (FACT) meetings.
- Assess each child using the Ages and Stages Questionnaire (ASQ-3) and Ages and Stages (ASQ) – SE.
- Provide Team Leader with information concerning children who may need early intervention or support services.
- Make referrals to the Health & Development Manager for children who may need 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 and engagement.
- 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.
- Assist in the orientation/training of new staff and volunteers; provide feedback.

Responsibilities:

- Maintain safety of children being transported to/from center utilizing required child safety restraints and following Transportation and Pedestrian Safety procedures; including the completion of required documentation when assisting on the bus.
- Perform other duties as assigned by Team Leader and approved by the School Readiness Director.

Qualifications:

Education and Experience:

- 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 or Related Field - **preferred for Head Start or 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**

Knowledge and Skills:

- Knowledge of Early Childhood principles, developmentally appropriate practice, developmental stages (0-6), and trauma-informed program approach
- Knowledge of professional and ethical standards, including: appropriate relationship boundaries; privacy and confidentiality; appreciation for diversity and respectful of differences (culturally responsive)
- Effective relationship-building principles and practices
- Effective group process techniques
- 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 includes: cleaning and disinfecting 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), changing pull-ups, bathrooming, 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, vacuuming, 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:

- 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 training: Keystone STARS Core Series, Child Abuse Mandated Reporter, Health and Safety.

- 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:	July 2024	
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.

Team Member Signature

Date

HR Manager and Team Leader Signatures

Date