

JOB DESCRIPTION

Job Title: Part-Time Preschool Teacher

Reports To: Family Center Manager

FLSA Status: Non-Exempt

This Job Description outlines the basic requirements, duties and general responsibilities of the position of Preschool Teacher. This position is “at-will,” which means the District may terminate the employment relationship without notice at any time for any or no reason. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

The headings in this Job Description are for reference only and shall not affect its interpretation.

JOB SUMMARY:

Under the supervision of the Family Center Manager, the part-time Preschool teacher provides a safe and fun environment for children enrolled in the Center’s non-licensed childcare. The part-time teacher is responsible for the delivery of the program. This includes program curriculum, behavior management, safety of program participants, classroom maintenance and evaluation. The part-time teacher will deliver professional customer service and relationship building skills to create a welcoming environment.

The Preschool Teacher typically works a part - time schedule, with additional hours as needed for events, for between 20 - 25 hours per week.

GENERAL DUTIES:

The following duties are an overview of the primary duties and responsibilities of the Preschool Teacher and should not be considered an all-inclusive list.

- Maintains a positive, friendly and professional attitude while engage in stressful and/or controversial situations with residents, vendors, children, families co-workers.
- Reports any issues and/or concerns to the Family Center Manager.
- Consistently promotes a professional image of the District at all times.
- Performs other duties as may be assigned from time to time.

PRESCHOOL TEACHER DUTIES AND RESPONSIBILITIES:

- Interacts with children and parents in a positive and friendly manner.
- Leads children in educational activities, games or other activities.

- Ensures that all possible safety measures are observed.
- Communicates and enforces facility policies and procedures.
- Responds to emergency situations as required and maintains accurate incident/accident reports.
- Provides excellent customer service with participants and/or parents to answer questions and resolve problems.
- Reports any issues and/or concerns to the Family Center Manager.
- Maintain clean and safe classroom.
- Ensures safety of children by providing sufficient “sight and sound” supervision and guidance at all times.
- Builds healthy relationships with children by actively engaging with them, relating to them positively, and responding to their unique needs and interests.
- Teaches and utilizes positive discipline techniques to support and guide behavior and promote respectful and cooperative interactions among children.
- Develops and maintains positive relationships with communities and families. Creates a welcoming and responsive culture.
- Effectively handles a variety of customer situations and is responsible for maintaining excellent customer and employee relations. Responds promptly to customer inquiries, handles and resolves customer complaints in an appropriate manner.
- Consistently demonstrates a commitment to caring for young children, high ethical standards, good communication, and a professional appearance.
- Performs other duties and special assignments as directed.
- Complies with District and departmental rules and regulations, policies, and procedures.

QUALIFICATIONS:

- CPR/First Aid/AED certifications.
- Willingness to complete mandatory reporting and child sexual abuse prevention training.
- Effective interpersonal skills, including communicating in person, by e-mail and by telephone.
- Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.
- Ability to establish and maintain positive working relationships with supervisors, residents, co-workers, subordinates, parents, children, and outside vendors.

PHYSICAL DEMANDS:

Lifting and carrying children up to 50 pounds. Sitting on the floor or child sized furniture. Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, and reaching. Supervising the children at all times while a number of activities and situations are happening at once. Seeing, hearing, and responding to the needs of children in all areas of the classroom, building, bathrooms, and outdoors. Taking care of the physical needs of the children. Proficient at speaking, reading, and writing in English. Initiating and implementing activities geared to the developmental needs of the group of children in her/his care. Must have the

maturity and sound judgment needed to handle emergency situations. Ability to deal with moderate to high stress situations at times and maintain a positive attitude. The noise level is typically moderate to high.

*The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.