

# ZOE ACADEMY CHILDCARE CENTER

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## JOB DESCRIPTION: PRE-K TEACHER

### JOB SUMMARY

Responsible for planning and implementing the daily routines of the preschool room, for engaging preschoolers in developmental activities that promote the social, emotional, cognitive, and physical growth of each child.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director and/or Center Director.

### QUALIFICATIONS

#### **Knowledge of:**

- Thorough understanding of childcare center operations
- Basic child and baby CPR/First Aid
- Specific knowledge of developmental and emotional needs of young children
- Innovative lesson planning for children between the ages of 2-5 years.
- Working knowledge of curriculum and instruction
- Basic computer skills and experience with Microsoft applications.
- Strong organizational, communications, and interpersonal skills

#### **Ability to:**

- Guide preschoolers through education/development programs
- Think on his/her feet and respond to each child's needs efficiently
- Evaluate and assess situations in the classroom and create an action plan
- Maintain discretion around children's records

### QUALIFICATIONS, EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School Diploma required for position (degree in Education with a focus on early childhood development preferred).
- NAEYC Qualifications for a classroom teacher.
- Passion for shaping and inspiring young minds
- Patient, nurturing and thoughtful.
- Creative mindset with an ability to create memorable lessons.
- Two or more year's experience working with preschoolers in a childcare setting

[zoechildcarecenter.com](http://zoechildcarecenter.com)

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- Two or more year's experience serving multi-cultural, socially diverse population desired
- First Aid and CPR Certified or willing to be certified within 90 days of employment

## ESSENTIAL FUNCTIONS OF THIS POSITION

1. Greets children and parents/guardians in a professional and enthusiastic manner each day.
2. Maintains a happy, sanitary, and relaxed atmosphere in the classroom by following daily routines and procedures.
3. Prepares, executes, and discusses preschool feeding routines with parents/guardians to meet individual needs. May instruct assistants as needed in this responsibility.
4. Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
5. Works with Center Director to provide lesson plans on a weekly/monthly basis.
6. Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, computer, and physical activities.
7. Teaches children appropriate preschool curriculum including but not limited to the alphabet, numbers, colors, and shapes.
8. Develops and maintains a positive and confidential relationship with the parents of every child, including through communication about the program and each child's progress.
9. Completes accurate attendance sheets daily, tallies number of toddlers in attendance and notifies the Center Director of absences.
10. Administers and documents preschoolers' medications in accordance with Zoe Academy's policies.
11. Remains aware of talents, special abilities, disabilities, deficiencies, or problems of each individual child.
12. Maintains work areas in a sanitary and attractive manner to include, but not limited to sanitizing highchairs, tables, microwave, kitchen counter tops and sinks after feedings and at the end of each day.
13. Washes and inspects children's toys daily or more often as needed for sanitary and safety concerns.
14. Ensures that toys and equipment are returned to appropriate places by the end of day unless otherwise directed.
15. Communicates with parents/guardians regarding the special needs of preschooler.
16. Works closely with Center Director in teaching atmosphere and shares pertinent information, suggestions, and ideas on a regular basis.
17. Attends parent/guardian, staff and conference meetings as scheduled.
18. Participates in required training programs, conferences, courses, or other aspects of professional growth.
19. Must be up to date with any state required training.
20. Work alongside and delegate responsibilities among preschool assistants in completing essential duties, procedures, and routines of the preschool room. Ensure that work schedule is being followed by assistants.
21. Promotes and fosters each preschooler's positive self-esteem and individual development toward their fullest potential in the areas of physical, social, emotional, and cognitive growth.
22. Ensures all childcare supplies are sufficient and reports any additional supplies needed to Center Director.
23. Reports any suspicion of child abuse or neglect to the appropriate party for follow through.
24. Adheres to all established policies, procedures, and code of ethics.

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- 25. Maintains a positive interpersonal relationship with all children, co-workers, and parents / guardians.
- 26. Performs other related duties as assigned.

## Supervisory Responsibilities:

- 27. May supervise assisting staff in preschool room.

## WORKING CONDITIONS

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom	= Less than 25%	3. Often	= 51.75%
2. Occasional	= 25-50%	4. Frequently	= 76% and above

<u>4</u>	A.	Ability to work at a desk, conference table or in meetings of various configurations.
<u>4</u>	B.	Ability to stand and circulate for extended periods of time.
<u>3</u>	C.	Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
<u>4</u>	D.	Ability to hear and understand speech at normal levels.
<u>3</u>	E.	Ability to communicate so others will be able to clearly understand normal conversation.
<u>4</u>	F.	Ability to bend and twist, kneel and stoop.
<u>1</u>	G.	Ability to lift 50 lbs.
<u>2</u>	H.	Ability to carry 25 lbs.
<u>4</u>	I.	Ability to reach in all directions.

In addition to the aforementioned working conditions, a successful candidate must be able to work under the following mental, physical and environmental factors:

- Maintain emotional control under stress.
- Work with Frequent Interruptions.
- Occasional prolonged or irregular hours
- Prolonged use of computer and repetitive hand motions

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

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