

POSITION TITLE: Preschool Teacher

REPORTS TO: Preschool Director/Principal

POSITION SUMMARY:

The Preschool Teacher works under the direction of the Preschool Director/Principal to maintain operate and manage a preschool class. The responsibilities of the Preschool Teacher include:

1. Prepare and execute written lesson plans that provide developmentally appropriate experiences for the children.
2. Observe and evaluate each child's progress, and provide feedback to the Preschool Director periodically throughout the year.
3. Maintain a classroom environment that is inviting, stimulating, clean, and free of health and safety hazards.
4. Constantly ensuring the safety, well-being, and development of the children through vigilant supervision and meticulous care.

PROVIDES DIRECTION TO: Students, Aides, Volunteers

TEACHER QUALITIES AND DUTIES: The needs of each preschool setting are unique. Thus, the specific tasks of a Preschool Teacher will differ from site to site and from classroom to classroom. The specifics of the Preschool Teacher's position need to be worked out with the supervising agent. The essential job functions may include, but are not limited to the following:

1. Know and comprehend the rules, regulations, and policies of the Community Care Licensing, the Diocese of Sacramento, and the local school/parish, and assure the preschool is in compliance with all these entities.
2. Be knowledgeable and supportive of the preschool's philosophy and program policies as outlined in the handbooks.
3. Prepare and execute age appropriate written lesson plans that follow the Curriculum Guidelines and support the development of the whole child.
4. Observe and assess each child's development progress through formal and informal evaluative tools. This is to be completed at least twice throughout the school year.
5. Communicate regularly with parents through a variety of means: class newsletter, posted lesson plans, assessments, notes home, phone calls home, informal/formal conferences, etc.
6. Assume responsibility for the cleanliness and safety of the individual classrooms and the overall school environment; inform director if a problem exists.

7. Maintain Christian and professional standards in attitude, attire, and in verbal and written communication. This includes exhibiting knowledge and understanding of ministry within the Catholic Church.

SUMMARY OF PERIPHERAL JOB FUNCTIONS:

1. Be assessable to parents, children, colleagues, and school/parish personnel.
2. Maintain current information in Employee Permanent File, including health, pediatric CPR/First Aide certification, and professional growth/education records.
3. Comply with the continued education requirements as indicated on Professional Growth Reports, and in conjunction with the California Commission on Teacher Credentialing as outlined in the Child Development Permit Matrix.
4. Promote health of mind and body by providing healthy snacks/lunch, appropriate forms of exercise, and adequate time and space for rest.
5. Maintain current information in student files while maintaining student privacy, dignity, and confidentiality.
6. Attend all meetings and events as required by the Preschool Director/Principal or the Community Care Licensing agency.
7. Actively participate in school/parish/community events.

QUALIFICATION GUIDELINES:

1. To be a fully qualified teacher, one must have twelve postsecondary semester (24 units) or equivalent quarter units in early childhood education or child development completed, with passing grades, or a current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition, and at least 6 months of work experience in a licensed child care center or comparable group child care program, or one of the following Child Development Permits issued by the California Commission on Teacher Credentialing:
 1. Child Development Associates Teacher Permit; or
 2. Child Development Teacher Permit; or
 3. Child Development Master Teacher Permit.
2. Must be 21 years of age with a minimum of a high school diploma/GED (Associate of Arts degree or higher preferred)
3. Must be in good health and shall be physically and mentally capable of performing assigned tasks.
4. Must be able to efficiently and effectively organize, multi-task, and problem solve.
5. Must be interested and able to work with children and parents.
6. Must demonstrate knowledge of the development needs of the children, along with a general knowledge of curriculum.

7. Must be a warm, caring individual, capable of handling children and stressful situations.

EDUCATION/TRAINING: Willing to further education as needed

KNOWLEDGE/SKILLS AND ABILITY: Hours: varied (determined by director)

SPECIAL REQUIREMENTS: Fulfill Diocesan requirements: Live Scan Clearance through Diocesan Code and through the CCL Code (two separate screenings), Safe Environment class; Mandated Reported clearance, Health Screening report, TB clearance; Hepatitis B shots/waiver, Pediatric CPR and First Aid certification, Health and Safety training and all required forms signed.

Notwithstanding setting forth a one-year term, it is understood that this Agreement remains “at will” and may be terminated by either party at any time before, during, or after the commencement of the school year. Written notice of termination/resignation shall be made in writing by the moving party, stating the effective date of termination/resignation.

_____ **Preschool Teacher’s Signature** _____ **Date**

_____ **Supervisor’s Signature** _____ **Date**