



JOB TITLE: Early Preschool Teacher
MINISTRY: Children's
SUPERVISOR: Early Preschool Assistant Director
FLSA STATUS: Part-time / Hourly / Nonexempt
WORK HOURS: Weekdays, generally between 8:30 a.m. to 2:45 p.m. as scheduled; occasional evening hours for Special Events; overnight travel possible for retreats and professional development

POSITION SUMMARY

Under the general supervision of the Early Preschool (EP) Assistant Director this position is responsible for the day-to-day supervision and planning for a specific EP classroom. This position interacts directly with children, parents, and other EP staff.

DUTIES/RESPONSIBILITIES

CLASSROOM/PRESCHOOL COMMUNITY

- Responsible for maintaining a planned program of activities for a class from 9:00 a.m. until 2:30 p.m.
- Create classroom plans using Emergent Curriculum/Regio Emilia Philosophy/Developmentally Appropriate Practice (DAP) and submit them to Assistant Director at least monthly.
- Plan meaningful parent/teacher conferences using the Creative Curriculum Assessment Forms.
- Documents children's experiences and development using a variety of methods including Curriculum Goals and Objectives.
- Maintain a clean classroom utilizing guidelines on the NAEYC Cleaning and Sanitation Chart.
- Follow NAEYC criteria.
- Follow all TN Department of Human Services (DHS) Rules and Regulations.
- Attends staff meetings and special events.
- Shares insights and ideas during planning sessions.
- Involved in community events.

INTERACTIONS WITH CHILDREN

- Interacts with children at their level.
- Greets children as they enter the room.
- Models appropriate interactions.
- Consistently supervises children in the classroom.
- Consistently supervises children on the playground.

SUPERVISORY RESPONSIBILITIES

None

PROFESSIONAL DEVELOPMENT

- Completes Early Childhood education training annually as required by TN DHS.
- Follows a professional development plan that meets the NAEYC criteria for education.

POSITION QUALIFICATIONS

EDUCATION:

- High school diploma required.
- Education courses in progress or a CDA or higher degree related to Early Childhood Education is desired.

EXPERIENCE: Past work or volunteer time interacting with young children.

KNOWLEDGE:

- TN DHS Childcare Rules and Regulations
- TN Early Childhood Education Early Learning Developmental Standards (TN-ELDS)
- NAEYC Criteria
- Developmentally Appropriate Practice
- Emergent Curriculum

SKILLS/ABILITIES:

- Works well in a team-teaching environment.
- Communicates well with teaching staff.
- Communicates well with parents.
- Communicates well with administration.
- Basic computer and iPad/camera skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand and to move about; to use hands to operate office equipment and to lift up to 30 pounds; to talk and to hear when interfacing with staff, children, and families; vision within normal ranges is required to read documents and to supervise children.

While performing the duties of this job, the employee works both inside a classroom and outside on the playground. The noise level in the work environment is usually noisy with frequent interruptions and distractions. Exposure to communicable diseases is a factor.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below to acknowledge receipt and agreement with the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____