



Preschool Teacher Job Description

Responsible to: Education Coordinator or Education Manager

Status: Non-Exempt

Minimum Qualifications: AA/AS in Early Childhood Education or related field with 21 ECE credits in ECE or early childhood special education, child or human development, elementary education, or child and family studies. Candidates with a Child Development Associate (CDA), completed VT Child Care Registered Apprentice program or a VT Career Ladder Level III Certificate with 21 credits and 2 years' experience working with young children will be considered if actively pursuing a degree in ECE. A minimum of 1 year working with children 3-5 and their families in a center-based early childhood program. All candidates must be able to communicate effectively and work collaboratively as part of a multi-disciplinary team.

Preferred Qualifications: BA/BS or Master's degree in Early Childhood/Child Development or related field with thirty (30) ECE credits and 2 years working with children 3-5 and their families in a center-based early childhood program.

Desired Competencies: Speak, write and understand standard English. Have computer knowledge in word processing and use of spreadsheets. Be highly organized and detail oriented. Have excellent problem solving skills. Possess effective strength-based training skills. Have a collaborative attitude and be a team player. Exhibit flexibility. Maintain professional integrity while working in a high paced environment. Remain calm in stressful situations.

Supervisory Responsibilities: None.

Work environment: High-Paced. Collaborative. Indoors/Outdoors year-round. Noisy.

Physical Demands: Bending, stooping, squatting, sitting on the floor. Lifting and carrying. Standing and walking. Fine motor skills (computer). Hearing and Vision.

Travel: Conferences, seminars, external staff meetings. Site to site. Field Trips.

Essential Functions:

Teaching & Collaboration

- Participates in curriculum planning, developmental screenings/assessments, individual learning plans and home visits under the supervision and guidance of the Lead Teacher.

- Participates in a daily structure and routine that supports the needs of individual children and the group.
- Provides daily opportunities for physical activity, creative exploration, literacy experiences, social skill building, emotional growth and individual self-help skills.
- Maintains the physical setting in a way that models respectful use of materials, appreciation for the facility and furnishings, including cleanliness, and promotes the development of personal responsibility among the children.
- Welcomes parents and recognizes them as their child's first and most influential teacher. Promotes and delivers strategies to encourage parent engagement in our program. Encourages parent education and parent involvement in the classroom.
- Supports development of healthy emotionally responsive relationships.

Licensing, Data Collection, & Reporting

- Helps maintain daily records by providing relevant information about children and families in collaboration with the Lead Teacher.
- Participates in Family Reviews, Coordination of Services and IEP meetings as appropriate.
- Maintains Focused Portfolios on assigned children.
- Maintains regular attendance and arrives on time in order to promote the quality of programming for children that is supported by consistent staffing.
- Continues education and professional development by attending in-service trainings, workshops and conferences. A minimum of 15 hours of training is required each year.
- Maintains CPR and First Aid certification.

EES Practices

- Participates in staff meetings, staff development and supervision.
- Maintains professional boundaries with children, families and co-workers.
- Maintains safety, rights and confidentiality of program participants and colleagues at all times.
- Actively promotes and delivers strategies to encourage parent engagement.
- Adheres to EES Policies and Procedures, Head Start Performance Standards, Vermont Early Learning Standards, NAEYC Standards for Early Childhood Programs, and Vermont Regulations for Licensed Early Childcare Programs.
- Performs all duties according to a flexible schedule that may include some nights and weekends.
- Any other duties as requested by Supervisor or Executive Director.

This job description for the position of **Preschool Teacher** provides a detailed overview of expectations but does not cover every activity, duty, or responsibility that is required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice by the supervisor and/or executive director.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Please see application instructions online:

<https://earlyeducationservices.org/job-opportunities/>