

Position Classification: Preschool Teacher

Brief description of position: The Preschool Teacher shall plan, implement, and monitor all aspects of the developmentally appropriate parent participation preschool program.

Supervision exercised or received: Under immediate supervision of the Child Development Coordinator and Site Administrator may plan and coordinate the work of specified classified personnel as assigned.

Major Duties and Responsibilities:

- * Plans, implements developmentally appropriate curriculum for preschool students.
- * Employs positive techniques to help children acquire self-help and social skills.
- * Assesses preschool students, modifies program to meet needs of students, reports to parents.
- * Maintains safe environment for students, staff, and parents; implements health programs in coordination with nurse.
- * Plans, implements parent orientation and education programs, including monitoring parent participation in program.
- * Schedules, conducts parent conferences.
- * Maintains daily attendance records, compiles data monthly for reporting purposes; coordinates with appropriate personnel for maintenance of enrollment.
- * Maintains student profiles, records of lessons, and curriculum units.
- * Assesses program needs, requisitions instructional materials, supplies, and equipment as appropriate; maintains inventory; monitors site budget.
- * Assists in preparation of required State and local evaluations and reports as necessary.

Other duties and Responsibilities:

- * Attends staff and other meetings as called.
- * Assists in interpreting program goals to the community.
- * Continues to grow professionally through attendance at inservices, conferences, workshops, professional meetings and college courses in early childhood education and child development.
- * Maintains punctuality for all prescribed functions.
- * Performs other tasks as assigned.

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