



Position Title: Pre-School Lab Head Teacher
Reports To: Director
Department: North Campus Pre-School Lab
Prepared By/Date: Donna French/05-20-2011
Approved By/Date: Dr. Susan Neimand/05-20-2011
Revised:

Job Code: 4802
Job Group: SNE
Salary Grade: 9
FLSA Status: Non-Exempt

Summary:

This position plans and implements curriculum for a Pre-School classroom.

Essential Duties and Responsibilities:

- Plans and implements curriculum activities based on the development levels of each child in the classroom
- Organizes and maintains the classroom environment, focusing on materials to enhance the development of two languages in each learning center
- Supervises part-time staff, work-study students in the classroom
- Supervises Early Childhood Education students and other students in their field experience work
- Maintains anecdotal records on children's growth and development and shares information with parents during parent conferences
- Writes classroom observations and reports for children as required
- Develops Documentation Panels of activities in classroom
- Screens all children using the Pre-K IPT for fluency in home and 2nd language
- Participates in staff training
- Ensures compliance with Department of Children and Families regulations for Pre-School classrooms
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of early childhood education programs and techniques
- Knowledge of child development theory and practice
- Knowledge of applicable safety procedures
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Strong competency skills in English (speaking, reading, and writing)
- Records maintenance skills
- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies
- Ability to provide activities for children that encourage healthy growth
- Ability to exercise control and maintain classroom discipline
- Ability to provide a supportive and caring environment for children
- Ability to develop and present educational programs and/or workshops
- Ability to persuade and influence others
- Ability to work in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Physical Demands:

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

No or very limited exposure to physical risk.

Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree in Early Family Childhood Education or related field and two (2) years of related experience teaching in a pre-school setting
- Completion of Department of Children and Families, Florida Child Care Professional Certificate
- Successful completion of background check

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name