



Position Title: Part-Time Head Preschool Teacher

Job Code: 8349

Reports To: Director of Preschool Lab

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Preschool Teacher works with the full-time classroom teacher to provide appropriate programming for children.

Duties & Responsibilities:

- Documents children's growth in 1st and 2nd languages
- Plans and implements curriculum activities based on the developmental levels of each child in the classroom
- Organizes and maintains the classroom environment, focusing on materials in each learning center
- Establishes a classroom environment that reflects the cultures of the families enrolled in the program
- Prepares classroom books, based on family information, children's interests and ongoing classroom projects
- Maintains anecdotal records on children's growth and development and sharing information with parents during parent conferences held twice annually
- Writes classroom observations and reports for children who are evaluated for special services
- Develops Documentation Panels for training E.C.E. students in 1st and 2nd language acquisition
- Participates in staff training
- Ensures compliance with Department of Children and Families regulations for Pre-School classrooms
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree in Early Childhood Education or related educational field
- Completion of Department of Children and Families 45-hour training
- Child Development Associate (CDA) or Equivalency credential
- Good oral and written communication skills
- Bilingual Spanish/English or Creole/English desired

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name