



Position Title: Part-Time Assistant Preschool Teacher

Job Code: 8379

Reports To: Director, Preschool Lab

Grade: W6

FLSA: Non-Exempt

Job Description:

The Part-Time Assistant Preschool Teacher is responsible for planning and implementing curriculum activities based on the developmental levels of each child in the classroom. This individual documents children's growth in 1st and 2nd languages.

Duties & Responsibilities:

- 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 shares 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:

- Two (2) years of college with coursework in Early Childhood Education from a regionally accredited institution and two (2) years experience in early childhood setting, dealing directly with children or National CDA certificate and six (6) years of experience.
- Completion of Department of Children and Families 45-hour training
- Bilingual desired
- Successfully completes MDC's and DCF's background checks

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name