

JOB DESCRIPTION

Job Title: Preschool Teacher

Original Date: January 2020

Revised Date: May 2021

July 2021

Reports to: Director of Community Education

Department: Community Education

Supervises: None

Basic Function and Scope of Responsibilities:

To plan, supervise, and implement a preschool program for 3 and 4 year old children in accordance with the policies and philosophy of the Litchfield Elementary School District Early Childhood Education Program.

ESSENTIAL FUNCTIONS:

- Assists the Director of Community Education in explaining the program to visitors.
- Attends all staff meetings and recommended training sessions.
- Attends conferences and workshops of professional organizations as appropriate.
- Demonstrates knowledge of child development and applies this knowledge in practice.
- Demonstrates an understanding of the Early Childhood Education profession and makes a commitment to professionalism.
- Establishes and maintains positive and productive relationships with families of the program.
- Establishes and maintains a safe and healthy environment for children; is responsible for the arrangement, appearance, décor, and learning environment of the classroom.
- Implements methods for effectively utilizing the services of classroom assistants.
- Plans and implements developmentally appropriate curriculum for 3 and 4 year old children.
- Works with the entire Early Childhood Education Program staff to ensure smooth coordination of all classroom activities and staff/student relationships.
- Performs other duties as assigned.

Reasonable accommodations may be made to individuals with disabilities.

***EDUCATION REQUIREMENTS:** (R) if required or (P) if preferred

Certified:

- Bachelor's degree in Education (R)

Credentialed:

- High school diploma or equivalent and other coursework required to satisfy credentialed requirement (R)
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***EXPERIENCE, AREA(S) OF STUDY, AND/OR LICENSURE(S):** (R) if required or (P) if preferred

Certified:

- Valid Arizona teaching certificate(s) (R) OR

Credentialed (R):

- National Administrator Credit (NAC), Child Development Associate (CDA), or Certified Childcare Professional (CCP) credentialed with minimum 18 months early childhood or related field experience; or
- Associate's degree in Early Childhood, Child Development or closely related field with minimum 6 months early childhood or related experience; or
- Bachelor's degree in Early Childhood, Child Development or closely related field with minimum 3 months early childhood or related experience

- Valid Fingerprint Clearance Card (R)
- Proof of negative result on a Tuberculosis test (R)

***KNOWLEDGE, SKILLS AND ABILITIES:** (R) if required or (P) if preferred

- Knowledge of applicable federal, state, and local laws, codes, rules, regulations, statutes, policies and procedures (R)
- Knowledge of current issues and practices pertinent to assigned areas (R)
- Knowledge of and experience with standard assessment methods, including the TS Gold program (P)
- Knowledge and experience in development and execution of educational programs (R)
- Demonstrated ability to work effectively in a team setting (R)
- Outstanding written and oral communication skills (R)
- Outstanding interpersonal skills (R)
- Skill in operating a personal computer utilizing a variety of software applications (R)
- Skill in leadership, training and decision making (R)

*Such alternatives to the above as the Board may find appropriate and acceptable.

PHYSICAL ACTIVITIES AND VISUAL ACUITY:

The usual and customary methods of performing the jobs functions require the following physical requirements: Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The physical activities include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and extensive reading.

WORKING CONDITIONS:

None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work). Daily routine may include supervising children outdoors during hot and cold weather.

TERMS OF EMPLOYMENT:

Certified:

Exempt: 9 month contract

Salary and employment terms based on Certified Placement Chart as established by the Governing Board.

Credentialed:

Non Exempt: 9 months

Salary and employment terms based on Classified Hourly Placement Chart as established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with District policy.

DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.