

Pre-School Teacher

Job Description

Reports to: Principal

Location: Elementary Schools

Evaluated by: Principal

Evaluation period: Annual

Qualifications:

Bachelor's degree in Early Childhood Education or a related field (preferred)
Completed 60 clock hours of educational training leading to an early childhood/child development degree or Child Development Associate (CDA) credential.

Purpose of Position:

To create a flexible class environment favorable to learning and personal growth; to establish effective rapport with students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation in accordance with each student's ability; and to establish good relationships with parents and other staff members.

Responsibilities and Duties

- Develop and implement age-appropriate lesson plans and activities that promote the cognitive, physical, social, and emotional development of preschool-aged children.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Prepare materials and classrooms for class activities.
- Create a safe, inclusive, and engaging learning environment where children feel comfortable to explore, learn, and interact with their peers.
- Provide individualized attention and support to meet the unique needs and abilities of each child in the classroom and provide instruction using various teaching methods in group and individual settings.
- Foster positive relationships with students, parents, and colleagues through effective communication, collaboration, and regular updates on children's progress.
- Integrate play-based learning activities, storytelling, music, art, and other creative methods to enhance the learning experience and promote curiosity and imagination.
- Provide various materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Use technology, audiovisual aids, and other equipment and materials to supplement instruction.
- Implement behavior management strategies that encourage positive behavior and teach children essential social skills, such as sharing, empathy, and conflict resolution.
- Implement a classroom management plan to establish rules for behavior and classroom procedures.
- Maintain a clean, organized, and inviting classroom environment that meets health and safety standards, including proper supervision during indoor and outdoor activities.
- Monitor and assess students' development and progress, documenting observations and milestones to inform ongoing curriculum planning.
- Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.

- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic concerns.
- Maintain accurate and complete student records as required by law, district policies, and administrative regulations.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Prepare reports on students and activities as required by administration.
- Attend professional meetings, educational conferences, and teacher training workshops to stay informed about current trends and best practices in early childhood education.
- Participate in staff meetings and serve on committees as required.
- Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Any other duties as assigned by the principal.

Terms of Employment:

185 days

Salary and benefits based upon degrees, certifications, and experience.

Benefits include paid time off (PTO), health insurance, vision insurance, Indiana State Pension, and 401(a) retirement contributions.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.