

ORANGE CITY SCHOOL DISTRICT
Orange Community Education & Recreation

JOB DESCRIPTION

Position: Toddler (2s) & Preschool (3s) Teacher

Program Area: Early Childhood

Schedule: Full-Time

Reports to: Early Childhood Coordinators, Orange Early Childhood,
Orange Community Education & Recreation

QUALIFICATIONS:

- Must meet general qualifications of Orange Community Education & Recreation and the Orange City School District. All employees are required to undergo a State of Ohio criminal background check.
- Bachelor's or Master's degree in Early Childhood Education.
- Current and valid Early Childhood PK- 3 Teaching License issued by the State of Ohio.
- Must be able to communicate professionally verbally and in writing.
- Previous experience working with young children (ages 2-5) in a preschool setting.
- Familiar with the NAEYC Accreditation process and NAEYC Early Childhood Program Standards.
- Working knowledge of the Ohio Department of Education Licensing Rules.
- Working knowledge of Ohio's Early Learning and Development Standards.
- Ability to represent the Orange Community Education & Recreation Department and Orange Early Childhood Center in a professional manner.

EMPLOYMENT CONDITIONS:

- Full-time position requiring occasional weekends and evenings as assigned by Coordinator or Director.
- There is a 180 working day probationary period for all new employees.
- Requires sitting on carpet, standing for extended periods of time, kneeling and ability to lift up to 40 lbs.
- Maintains a professional image that adheres to the Early Childhood program dress code.
- Adheres to all Orange School District policies and guidelines.
- Maintains confidentiality in regards to information about children, families and fellow staff members.

PRIMARY PROGRAM RESPONSIBILITIES:

- Actively engages with children in a calm, positive and enthusiastic demeanor.
- Plans hands-on and developmentally appropriate learning activities that integrate Early Learning and Development Standards and take into account the individual needs of each child in the classroom.
- Maintains ongoing, professional communication with families during program arrival and departure and professionally corresponds with families through one-on-one conversations, e-mail, conferences, phone calls, newsletters and written notes.
- Assesses the development and growth of children on an ongoing basis using anecdotal notes, work samples and observation.
- Completes and submits necessary administrative paperwork such as lunch orders, children's files, incident reports, lesson plans, developmental reports, etc.
- Assists co-teacher and program with successfully maintaining NAEYC portfolio and accreditation.
- Prepares classroom environment for children by organizing classroom in a child-friendly manner and ensures that materials are clean, ready and available.
- Effectively manages the classroom through effective child guidance practices and classroom routines.
- Attends all program-sponsored and/or Orange Community Education & Recreation events as assigned by Early Childhood Coordinator and assists Coordinator with planning for special events per contract.
- Attends and participates during all Early Childhood staff meetings.
- Recognizes and celebrates the diversity of children and families in the classroom.
- Completes an annual professional development plan, including ten hours of professional development training per school year.
- Other duties and responsibilities as assigned by the Early Childhood Coordinator or Director.