

## **Job Description**

### **3 To 5 Preschool Teacher**

**Position title:** Lead Teacher at 3 to 5 preschool

**Reports to:** 3 To 5 Preschool Director

**Calendar:** Annual calendar- mid August through end May

Monday thru Thursday 7:30am-5:00pm, hours will vary within this timeframe

2 Hours every other Friday for staff planning meeting

#### **Mission Statement**

The mission of 3 to 5 Preschool is to create an exciting and supportive learning environment where all members of the school feel they are accepted, nurtured, valued, and loved.

As part of the teaching team, you must combine a positive and creative personality with exceptional classroom management skills in order to provide the best possible Parent-Educator-Child experience. You must also constantly look for opportunities to engage children in new experiences that have a strong educational foundation. It is also important that you display excellent verbal and written communication and interpersonal skills as well as the ability to connect with children and parents.

As a preschool teacher you will be responsible not only for creating positive and educational classroom experience but also constantly upholding our Preschool's commitment to protect, educate, and nurture children.

#### **Your specific duties include but are not limited to:**

- Support behavior of children with positive guidance and set clear and consistent limits to promote the children's ability for self-discipline
- Working with the director to create a welcoming and friendly classroom environment for all children, parents and visitors, including regularly updating the educational and informative Parent Board
- Become familiar with 3 to 5 Preschool's curriculum and how to implement it in the classroom
- Assist in creating and maintaining individual child portfolios
- Creating fun innovative and engaging developmentally appropriate lesson plans that reflect 3 to 5 Preschools curriculum and weekly themes.
- Managing effective classroom transitions
- Assisting and supervising children during all activities, plus counseling children as needed using positive and appropriate discipline techniques
- Ensuring that the appearance, cleanliness and safe environment of classroom are appropriately maintained
- Accurately completing all classroom paperwork, such as daily reports, accident reports, and attendance records
- Follow all classroom regulations for the safety and educational success
- Attending all meetings, trainings and events as requested including but not limited to, fundraisers, end of the year picnic, open house, registration
- Assist in planning and attend fundraising events
- Limiting unscheduled absences
- Presenting positive and professional image at all times
- Communicating with parents in a friendly and effective manner, including addressing concerns in a timely manner, giving positive feedback and

- providing regular updates on child's development and classroom progress, and behavior.
- Maintain open and effective communication with the director and other staff
  - Identifying opportunities and/or problems in the classroom and resolving them in cooperation with the director
  - Maintaining certification and continuing education requirements
  - Maintaining confidentiality regarding families, co-workers and self
  - Treat children equally, with respect and empathy
  - Maintain a professional and positive attitude and respect individual needs of children
  - Be responsible for accomplishing all routine tasks with regard to health and safety of children and maintenance of the program in accordance with local and state regulations
  - Prevent exposure of children to high risk situations, including exposure to physical hazards and encounters with individuals or animals posing possible danger
  - Provide an environment that respects the gender, culture, ethnicity, family composition, and special emotional, cognitive, and developmental needs of each child
  - Provide other duties as assigned
  - A checklist will need to be signed off by the director at the beginning and ending of the school year in order to receive a final paycheck.
  - Packing and unpacking of the school as requested

### **Job requirements:**

- Must be a responsible individual of reputable character who exercises sound judgment
- Must be at least 21 years of age or older
- Child Care Associate License through the State of Alaska ([CC-58 CHILD CARE ASSOCIATE DESIGNATION AND QUALIFICATION FORM](#))
- Ability to frequently bend, stoop, squat, reach, and lift 50 pounds.
- Prior experience
- Patient and flexible
- Excellent relationship management skills, you will be working with team-planning and implementing play-based learning opportunities.
- Strong organizational and problem solving skills
- Attention to detail
- Ability to understand and manage the complexities of a large preschool program
- Be self motivated
- Criminal background check clearance
- Maintaining SEED registry

### **Educational requirements:**

- CPR and first aid training
- Child abuse education
- Degree or college credit in Early Childhood Education preferred

*Revised August 2022*