

Early Childhood Preschool Teacher

Reports to: Director

Hours of Work: 35 hours / 8:30-3:30 Monday- Friday (Summer hours vary)

Job Summary: The Preschool Teacher will work with the Board, Director and parents to create a safe, positive and accepting environment where families and children learn together.

Duties/Responsibilities:

CURRICULUM AND CHILDREN

- Plan and execute a developmentally appropriate program for the children, incorporating our traditions, philosophy and policies.
- Allow the children's interests and needs to determine, as much as possible, the course of the program.
- Interact with each child every day on a meaningful level and respond to the special needs of individual children in a sensitive and professional manner.
- Foster developmentally appropriate independence in children encouraging expression of ideas and feelings.
- Make of first priority the mental health, well-being and safety of each child.

TEACHER AND CLASSROOM STANDARDS

- Maintain a welcoming, child-centered, developmentally appropriate classroom at all times.
- Know and maintain all Municipality of Anchorage Child Care Licensing standards including:
 - Maintain Pediatric First Aid and CPR certification.
 - Progress with professional development
 - Know the emergency procedures. Practice and document monthly.

PARENT RELATIONS

- Communicate regularly with parents about the learning objectives that children will practice while engaging the curriculum.
- Confer with parents on the progress of their child on a regular basis, including Fall and Spring Parent-Teacher Conferences.
- Demonstrate, recognize, and encourage positive social behavior among children and adult workers (such as cooperation, problem solving, taking turns and sharing).
- Help adult workers to improve skills using “teachable moments,” modeling, and reflective evaluation.
- Emphasize the importance of the safety and well-being of children in the classroom to working adults.

COOPERATIVE CORPORATION

- Understand the content of the Handbook, including parent job structure/responsibilities.
- Help to determine the calendar of events for the school year. Assist the Director to plan an effective orientation for parents and children.
- Attend Board of Director meetings as a non-voting member.

Qualifications:

Our ideal candidate would have 5 years or more of early childhood teaching experience as well as administrative qualifications. In addition, a philosophy of play-based learning and the cooperative preschool model is desired. Our ideal candidate will have:

- An AA or BA in Early Childhood Education
- Current SEED level 9 or ability to reach level 9
- Current pediatric first aid and CPR
- Four positive written references
- Positive background check
- Working knowledge of Child Care Licensing rules and regulations
- Completion of training hours as required by Child Care Licensing