



Cow Creek Government Office

Position Description

Position Title: Preschool Teacher

Department: Education

Reports To: Preschool Head Teacher

FLSA Designation: Non-Exempt

Date Written/Revised 5/2019

Full Time Position

Preschool Teacher Job Description and Expectations

PURPOSE:

The Yimisa' Preschool Promise Teacher develops strong nurturing relationships with children and provides them with a developmentally appropriate learning environment, with meaningful experiences in preparation for a successful kindergarten experience. The Teacher will develop quality partnerships with families and encourage family engagement in their child's learning. The Teacher works with other staff in implementing the Preschool Promise grant complying with all aspects of the interagency agreements. She/he is committed to improving his/her own competence through ongoing academic and practical training.

ESSENTIAL JOB DUTIES:

- I. CHILD EDUCATION AND CURRICULUM
 - A. Work directly with children individually, in small and large groups
 - Provide for their safety, guidance, and educational development;
 - Plan and conduct educational program that best characterizes developmentally appropriate practice in the Early Childhood Education field;
 - Individualize children's education program;
 - Use the assessment information to individualize the curriculum to build on each child's prior knowledge and experiences and to provide curriculum experience that support learning and development;
 - B. Apply to all children principles of diversity, equity and racial justice. Applies, to the extent possible, principles of least restrictive environment for children with disabilities.
- II. OBSERVATIONS, SCREENING & RECORD KEEPING
 - A. Conduct developmental screening and assessments for assigned children
 - Complete and submit within the required deadlines
 - B. Take accurate, objective and complete observations daily on assigned children
 - Enter observation data into the data management systems in a timely manner;
 - C. Maintain accurate and timely written and electronic records

- Complete data entry of records in required data base systems within required timeframes/deadlines;
- III. PARENT PARTNERSHIP/FAMILY ENGAGEMENT
- A. Develop partnerships with parents in regards to their child/children.
- Participate in family activities, i.e., parent meeting, family days, etc.
 - Provide informal training at parent meetings as required.
- IV. COMMUNICATION AND DEBRIEFINGS
- A. Facilitate effective communication between Preschool Promise staff, parents, and the community.
- Encourage and promote problem solving within the Preschool Promise team
 - Attend meetings with Preschool Promise team
 - Act as a liaison between the preschool and the community at direction of Head Teacher
- V. OPERATIONS
- A. Manage all daily preschool operational needs.
- Oversee and ensure confidentiality of all record-keeping, data entry, and record storage;
- VI. STAFF EDUCATION
- A. Participate in regular training and technical assistance activities with the Education Department.
- Actively seek to maintain and increase competencies.
- VII. INTERACTION WITH CHILDREN, PARENTS, AND CO-WORKERS
- A. Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents, and co-workers
- B. Must use quick, safe reactions and responses in dealing with children or situations that involve children.
- VIII. WORK ENVIRONMENT AND SAFETY
- A. Maintain a safe and pleasant work environment.
- B. Follow safety regulations, policies, and procedures.
- C. Actively contribute towards promoting a safe workplace & environment.
- IX. OTHER DUTIES
- May be assigned other related duties as appropriate and within the scope of general responsibilities for this position.

REQUIRED JOB SPECIFICATIONS:

1. **Education:** BA/BS or AA/AS in Early Childhood Education or Child Development preferred or have obtained at least a 9.0 on Oregon Registry. Requires a minimum number of hours of professional development per year to meet Preschool Promise regulations.
2. **Certification or Accreditation:** Enrollment in the Oregon Registry Pathways; CPR/First Aid Certification; Food Handler Certification.
3. **Experience:** Minimum two year teaching young children age birth to 8 years, preschool age specific in a professional environment.

4. **Essential Skills:** Excellent interpersonal, verbal and written communication skills and computer proficiency. Ability to apply the understanding of developmentally appropriate activities of children; meet and promote the social-emotional, physical and cognitive development needs of children. Ability to provide and model best practice in ECE and to facilitate team development.
5. **Essential Mental Abilities:** Must be organized, flexible and resolution oriented. Ability to multi-task, make sound judgments and demonstrate appropriate role modeling. Ability to maintain full and complete attention to children at all times. Ability to work as a team member and to be self- directed.

Working conditions include indoor/outdoor environments, preschool center classrooms, playgrounds, offices, frequent local travel and occasional out-of-town travel.

EMPLOYMENT CONTINGENT UPON:

- Central Background Registry enrollment
- Enroll in Oregon Registry
- Valid Oregon driver's license
- Current First Aid/CPR certification within 30 days of employment
- Obtain Food Handlers Certificate
- Obtain other required certifications within 45 days of employment