

JOB DESCRIPTON

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| Title: Preschool Teacher | Reports to: Director of Academy |
| Department: Academy for Children | Date: January 2022 |

Job Summary: The classroom teacher is responsible for developing and implementing a quality research-based dual-language instructional program that ensures that all students meet the Early Childhood Education standards and are Kindergarten ready upon exiting.

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

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| 1 | Responsible for delivering research-based instructional strategies that promote the academic progress and excellence of all students, utilizing a co-teaching infrastructure. |
| 2 | Supporting and ensuring the implementation of the 50/50 Dual Language Model with fidelity. |
| 3 | To create a learning environment in and outside of the classroom that is conducive to learning. |
| 4 | Responsible for ensuring the implementation of the academic and behavioral curriculum and the discipline principles with fidelity. |
| 5 | To create, promote and maintain a safe, healthy and positive learning environment that promotes the social and emotional well-being of all students. |
| 6 | Responsible for completing daily lesson plans, attendance, portfolios and all required paperwork in a timely manner. |
| 7 | Responsible for administering academic assessments that determine growth for all students and make data-driven decisions from the assessment results. |
| 8 | Responsible and knowledgeable about social/emotional screenings/assessments and works in collaboration with the Mental Health Specialist to implement effective behavioral strategies. |
| 9 | Establish a positive and productive relationship with the families. |
| 10 | Coordinate, plan and engage all families in Family Fun Nights, Parent-Teacher conferences, Head Start home visits, Holiday events, Graduation ceremonies, field trips and all other parent engagement activities that promote a positive learning experience. |
| 11 | Engage in and participate in leading staff/professional development opportunities that support an environment of learners. |
| 12 | Knowledgeable and ensures compliance with KDHE childcare licensing regulations, NAEYC accreditation standards, Head Start, CACFP requirements and all El Centro and Academy for Children's policies, protocols and standards. |
| 13 | Maintain confidentiality of children and family information. |
| 14 | Maintain a positive, supportive work environment. Promote teamwork, by working well with other peers. |



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| 15 | Responsible for working with adults and students from a variety of social, economic, cultural and ethnic backgrounds. |
| 16 | Meet all expectations and requirements of projects, grants, partnerships directly supporting the classroom. |
| 17 | Works with and provides supervision to student volunteers in the classroom. |
| 18 | All other duties as assigned |

KEY COMPETENCIES

- Strong Verbal and written Communication Skills
- Ability to work with diverse, religious, racial, socio-economic, and ethnic communities
- Strong Interpersonal Skills
- Problem Solving Skills
- Ethical Conduct
- Proficient in Technology

POSITION REQUIREMENTS

Preferred Education and/or Experience

- Minimum of Bachelor's degree in Early Childhood Education, Child Development, or closely related field.
- Commitment to work flexible schedule and additional hours to meet the program needs.
- Ability to lift and carry up to 50 pounds.
- Ability to complete all KDHE requirements for staffing prior to employment
- CPR and First Aid Certification eligible and completion within 30 days of employment.
- Bilingual in English/Spanish preferred
- Preferred experience working in Head Start, NAEYC or KDHE licensed preschool setting

ADDITIONAL REQUIREMENTS

- Attitudes, knowledge and skills to deliver culturally competent services.

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| No. of Direct Reports: 0 | No of Indirect Reports: 0 |
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SU CONEXIÓN A LA COMUNIDAD

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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