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| Department: Administration | Job Description |
| Job Description Title: Preschool Teacher | FLSA Status: Non-Exempt |
| Accountable To: Preschool Director | Position Status: Full-time Grade 14 / starting at \$22.58 p/h |
| Prepared By: Administration | Revision Date: June 27, 2024 |

WE ARE AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Job Summary:

Support a suitable learning environment, plan and perform lessons and activities, direct and oversee students in their daily lessons and activities, and work with a variety of student needs.

Essential Duties and Responsibilities:

- Assume role and complete daily duties of classroom staff.

Duties include but are not limited to:

- Classroom:
 - Develop and utilize developmentally appropriate lesson plans and classroom materials that reflect parental and cultural differences, and promote social, emotional, physical, and cognitive development based on individual child goals, IEPs, IFSPs, and ongoing assessments.
 - Assess and meet the needs of all children (including those at risk, with special needs, gifted, and/or culturally diverse).
 - Supervise preschool children and ensure a safe learning environment, including monitoring and responding to events in classrooms, outdoor play areas, and on field trips.
 - Supervise and monitor children at all times to ensure that no child is ever left unattended and that two adults are in the vicinity of the children inside and outside. One of these adults must be a paid, qualified staff member.

- Adhere to agency policy on positive discipline using developmentally appropriate strategies..
 - Follow a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
 - Encourage children to experiment, explore, problem solve, cooperate, socialize, and make choices.
 - Supervise Preschool Assistant Teachers.
 - Respond to crises or emergencies that may occur. Provide first aid/CPR, prevent the spread of blood-borne pathogens, and access emergency services as needed.
 - Implement strategies that keep parents informed of curriculum focus and all classroom activities.
 - Maintain familiarity and knowledge of community resources and use these appropriately to meet family needs.
 - Work with appropriate agencies in developing specialized planning for children/families as needed.
 - Promote and reinforce volunteer involvement in the classroom.
 - Attend and help guide parent meetings, workshops, trainings, or socializations at the preschool.
 - Maintain accurate and timely written records including parent/teacher conference documentation, child goals, and other required forms.
 - Document pertinent parent contact.
 - Monitor attendance of enrolled children, and verify and document the cause of absence.
 - Maintain agreements regarding goals, objectives and activities to meet individual family needs.
 - Discuss any child's special needs and concerns with parents.
 - Assist with child recruitment and application process.
 - Follow USDA and agency guidelines during meals and cooking projects and all group activities.
 - Supervise teacher's aides and help them build their competence in accomplishing all job duties.
 - Assure general maintenance and security of the Preschool space/facilities.
- Kitchen:
 - Observe Montana sanitation and hygiene regulations and USDA guidelines.
 - Keep all equipment clean and well maintained.
 - Other:
 - Report all suspected child abuse as required by Montana state law and according to agency policy and procedure.
 - Administer medication under state and organizational guidelines.
 - Attend and actively participate in all required meetings and trainings to ensure compliance with agency performance standards, State of Montana QRIS requirements, and programmatic requirements.
 - Actively support the goals, objectives, mission, and vision of CAPNM.
 - Promote and facilitate the parents' role as primary educators of their children in collaboration with other CAPNM staff.
 - Establish and maintain professional boundaries with parents when handling program and personal issues.
 - Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
 - Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
 - Participate in and promote a positive working relationship with all CAPNM staff and preschool families.

- Other duties as needed and assigned.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Upon hire:
 - PR 2 level:
 - High School diploma or HiSET
 - 60 hours of approved training over past 5 years
 - Current infant, child, adult CPR and first aid certification, or willingness to obtain within 30 days of hire; keep card current.
 - Willingness to take 16 hours of approved training annually
 - A minimum of 500 hours of experience in early childhood setting, or willingness to obtain this experience upon hire.
 - Must be a minimum of 18 years old.
 - Experience with young children ages 2 to 5 years old.
 - Basic computer literacy skills.
 - Family service credential, or willingness to obtain family service credential within 18 months of hire.
 - AA in Early Childhood Education (ECE) preferred.
 - Experience working in a team teaching approach preferred.
 - Experience with young children in pre-school or day care settings preferred.
 - Experience working with low-income populations preferred.
- Within 30 days of employment:
 - Initial health exam (re-exams are required at least every 10 years).
 - MMR immunization or proof of immunization if born after 1956.
 - Tdap immunization or proof of immunization within the last 10 years.
 - TB skin test if determined at risk for TB (risk assessment conducted upon hire)

Minimum Qualifications (Other):

- Proven verbal and written communication skills and listening skills.
- Ability to accept and utilize supervision.
- Have reliable transportation and a current Montana driver's license and liability insurance.
- Sign a release authorizing a criminal background check with an appropriate agency.
- Have no prior convictions of physical or sexual abuse of children.

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the physical expectations of working with 2 to 5 year olds.
- Must be able to lift 50 pounds.
- Continuous standing and walking.
- Frequent bending, stooping and squatting.
- Full use of hands and arms frequently.
- Frequent repetitive movement, especially with hands and arms.
- Grasping.
- Normal hearing both in conversation and with a telephone.
- Frequent speaking in a clear and understandable manner.
- Good close, distance and peripheral vision and ability to distinguish colors.
- Some exposure to offensive language, angry clients and threats.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.