



Mile High Kids and Community Development, Inc.

Job Title: Preschool Teacher

The Preschool Teacher serves as the lead worker in a classroom of Head Start children by planning, implementing, and supervising all classroom activities. This position works with typically developing children and children with disabilities. Because this position is one part of a large system of services provided to children and families, this position also serves as a social service referral person and shares responsibility for parent involvement in the program. The position of Preschool Teacher works in tandem with the rest of the parts of the system as an integrated team to support the goals of the program. The position may be reassigned to various classrooms/centers as deemed necessary for program operations. The position may serve as site lead for licensing purposes.

Examples of Work:

Attends all required training and workshops to include but not limited to 15 hours of classroom focused professional development and methods that comply with applicable State and local laws for identifying and reporting child abuse and neglect. Remains up to date on information that pertains to the needs of the children in the program including Head Start Performance Standards, child care licensing regulations and other applicable regulations and practices. Works as a team member with the other education staff, parents and Parent Committee members to develop a curriculum that is meaningful and meets the individual and program needs. Responsible for the weekly preparation of daily lesson plans, which includes objectives to be posted for parents, volunteers and visitors in the classroom. Develops an individual plan for each child to include goal setting based on identified needs and prescriptions for objectives and activities to meet established goals (outcomes). Schedules home visits and parent-teacher conferences with families as required and on an as-needed basis and documents these events. Maintains strict confidentiality with respect to Head Start children, families and staff in accordance with established policies and procedures. Submits monthly progress reports to the supervisor as scheduled. Directs any special needs problems to the appropriate coordinator or manager.

Necessary Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge and skills in the field of early childhood development. Knowledge of various service resources in the community. Some knowledge of the basics of supervision. Knowledge of the state and federal regulations pertaining to child abuse and neglect and child care licensing requirements. Knowledge of local resources, languages and customs helpful.

Skills: Ability to exhibit patience and tact when communicating with children, families, staff, management, referral sources and the public. Ability to project professionalism in conducting daily activities.

Abilities: Ability to be perceptive of the needs of children and to work well with staff, children and parents/families. Ability to organize and direct classroom activities. Ability to maintain confidentiality. Ability to maintain accurate records which reflect the needs and progress of children. Ability to demonstrate knowledge, skills and a positive attitude in the field of early childhood education.

Minimum Qualification Requirements:

Preschool teachers could have one of the following:

- An associate, bachelor, or advanced degree in child development or ECE
- An associate, bachelor, or advanced degree in a related field with coursework equivalent to a major relating to ECE and experience teaching preschool children
- A bachelor or advanced degree and:
 - Is (or was) admitted into Teach for America Program
 - Passed a rigorous EC content exam, such as the Praxis II
 - Participated in a Teach for America summer training institute that includes (or included):
 - Teaching preschool children and is receiving (or received) ongoing professional development
 - Support from Teach for America’s professional staff

ADA Compliance:

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks involve regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require oral communications ability. Some tasks require visual perception and discrimination.

Environmental Factors: Tasks may risk exposure to smoke, dust, pollen, disease, pathogens, strong odors, toxic/poisonous agents and traffic hazards.

Staff Signature: _____ Date: _____

Manager Signature: _____ Date: _____