**PRESCHOOL TEACHER**

Reports To: Education Coordinator  
Department: MSHS  
Enter Wage: $17.56  
Status: Non-Exempt

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**Essential Duties and Responsibilities** (This is not an exhaustive list of all duties/responsibilities. Other duties may be assigned)

- Conduct a classroom instructional curriculum and activities, for assigned children, that encourages the growth of language, social, emotional, physical, intellectual, and communication skills
- Supervise and monitor the work activities of assigned Preschool Aide(s)
- Conduct and monitor developmental screening of children, assist in collaborating and implementing Individual Educational Plans (IEPs)
- Monitor the progress of individual children
- Participate in home visits with parents of assigned children and conduct parent-staff conferences
- Prepare, maintain, and present records, documents, reports, reviews, and databases
- Assist in interviewing, hiring, and evaluation of Teacher Aides
- Represent the MSHS program to community and local and regional educational agencies
- Knowledge of current and new educational practices, techniques, and objectives
- Develop and maintain dual language in the classroom
- Prepare children for transition into kindergarten
- Implement CLASS dimension and domains into the classroom
- Participate in early release trainings, mentoring, and professional development
- Ability to maintain a safe and supportive learning environment in a classroom environment
- Ability to provide children with experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity
- Ability to develop and implement clear, reasonable, consistent, and age-appropriate rules and expectations for children, engage the children in the rule-setting process
- Ability to multi-task, manage time, meet deadlines and remain calm and professional under pressure
- Maintain standards of confidentiality of CC Idaho clients and records
- Perform all work duties and activities in accordance with CC Idaho policies, procedures, safety practices, and Head Start Performance Standards

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**Qualifications**

- **Required**
  - Associate degree in Early Childhood Education (ECE) or related field with ECE credits
  - One-year teaching or related early education experience
  - Proficiently read, speak, and write in English in a business setting
  - Current driver’s license and proof of auto insurance
  - Must pass physical examination and background checks, including state day care clearance
  - Must obtain clearance of Tuberculosis
  - Must obtain First Aid and CPR certification

- **Preferred**
  - Two years or more teaching or related early education experience
  - Ability to proficiently read, speak, and write in both English/Spanish in a business setting

- **Future Requirements**
  - Bachelor’s degree in early childhood education or related field with ECE credits

**Required Physical Demands**

- Is frequently required to stand; walk; climb or balance, sit, stoop, kneel, crouch, or crawl; reach with hands and arms
- Must be able to lift and/or move up to 30 pounds

**Work Environment**

Work in an office or classroom setting; may be exposed to electrical shock and fumes or airborne particles; the work may be stressful; the noise level is moderate to elevated

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Last updated and BOT approved 6/2017