



JOB DESCRIPTION

JOB TITLE: Preschool Intern

DEPARTMENT: Education

**SHIFT: Dayshift, 8:00 am to 1:00 pm,
afternoons for preparation**

SUPERVISOR: Preschool Coordinator

PRIMARY OBJECTIVE

As a member of the Amani Baby Cottage team, the Preschool Intern is responsible for preparing the education and character lessons for the children. They work to ensure that the children are being exposed to reading, writing, math, science, character building, and the world around them.

REQUIRED RESPONSIBILITIES

The following are the essential job functions of this position:

- **Curriculum Planning/Writing:**
 - The areas to plan curriculum for are:
 - The Preschool Classroom
 - The Porch Rotation Stations
 - The Sensory Room
 - You will be responsible for planning curriculum for the entire preschool experience, including lesson plan writing, creating/finding activities, organizing stations, and communicating these lesson plans with the Preschool Team.
- **The Preschool Classroom is broken up as follows:**
 - **Zebra Group:** The zebra group is our 3-year-old class that will have a 30-minute lesson in the preschool room.
 - **Giraffe Group:** The giraffe group is our 4-year-old class that will have a 30-minute lesson in the preschool room.
 - **Lion Group:** The Lion group is our kindergarten level, 5 and 6 year olds. They have a one hour lesson in the preschool room.
 - You will be responsible for teaching the lesson in the Preschool Classroom.
- **The Porch Rotation Stations are broken up as follows:**
 - Three tables that the children rotate to during a 30-minute block. This can be creative play, play dough, blocks, letter practice, math games, etc.
 - Special care should be taken to plan activities that engage the children, especially visually and kinesthetically.
- **The Sensory Room consists of:**
 - “Quiet Boxes” that are prepared two weeks at a time. The children will watch a 30-minute video twice a week, and play in quiet boxes twice a week.
- **Be punctual in arrival and follow break schedule**
 - Arrival time is 8:00 a.m. in the preschool room for activity setup.
 - Preschool begins at 9:00 a.m. and ends at 12:00 p.m., Monday through Thursday. On Friday, the preschool teacher has the day off and the lesson is prepared by the Ugandan

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“a place of peace.”

- teachers at Amani Baby Cottage. There is one Ugandan preschool teacher and 2 Ugandan preschool teacher's assistants that will assist you at the various stations.
- The afternoons will be used to prepare the curriculum, make copies, laminate, organize, etc.
 - **Other assignments and/or special projects, as assigned by Director or Supervisor**

REQUIRED ABILITIES

The following are characteristics that will help the person hired to this position be more likely to succeed:

- Be a team player! Humble, Hungry, and Smart!
- Be someone who promotes unity, honesty, and accountability
- Ability to work unsupervised
- Must have focus and be self-motivated
- Ability to display interpersonal communication skills with staff and visitors
- Ability to meet the physical demands of the position:
 - Standing for long periods
 - Stooping
 - Kneeling

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