



# Playmates Preschools & Child Development Centers, Inc.

Kenova  
304-453-4858

Lavalette  
304-523-4858

Huntington  
304-522-4858

Buffalo  
304-429-3988

Westmoreland  
304-429-4851

Ceredo  
304-908-3368

Ceredo Pre-K  
304-453-5998

Westmoreland Pre-k  
304-781-0053

**POSITION TITLE:** Preschool Four Teacher

**REPORTS TO:** Site Director

**FSLA:** Non-Exempt

## **JOB SUMMARY:**

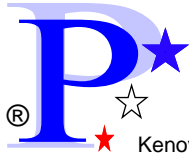
Under the direction of the Site Director, provide for the care, safety, and instruction of children under his/her supervision, including children with special needs. Responsibilities include but are not limited to, maintaining the safety of all center students, maintaining order in the classroom(s), implementing the chosen curriculum according to posted schedules, conducting assessments following approved time frames, greeting each parent and each child by name every time they enter the classroom, and assisting with other supplemental duties such as meals and cleanup as directed.

## **ESSENTIAL DUTIES:**

- In the absence of the Site Director and Lead Teacher, if applicable, maintains responsibility for all site functions.
- Supervises and insures the well-being of all children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Follows daily schedule as posted.
- Assists with collection of required paperwork for all enrolled preschool children.
- Completes permanent record folders for all enrolled preschool children within given time frame.
- Implements planned curriculum in detail for assigned classes.
- Completes and submits weekly lesson plans where planned activities are directly linked to the preschool state standards.
- Completes daily meal sheets. During the school year, submits those sheets to elementary school each preschool day.
- Maintains and submits monthly preschool attendance sheets to Pre-K Coordinator.
- Performs all required screenings/assessments within approved time frames.
- Maintains appropriate documentation justifying assessment results.
- Completes family conference form following each assessment period using suggested format.
- Conducts a minimum of two face-to-face family conferences annually using the family conference form to guide the conversation.
- Ensures classroom environment meets accreditation standards.
- Assists in the preparation of meals/snacks and sitting with children while they eat.
- Keeps classroom, storage rooms, and bathrooms neat, clean, and orderly.
- Remains familiar with and follows all center policies.
- Reports to Site Director any cases of suspected child abuse or neglect.
- Reports to Site Director any special needs or problems of individual children.
- Attends regular staff planning and evaluation meetings.

## **OTHER DUTIES:**

*Serving Families in Cabell and Wayne Counties for Over 25 Years*  
Administrative Office Phone (304) 429-4934 Fax (304) 429-3281  
Email: [jbarkerplaymates@aol.com](mailto:jbarkerplaymates@aol.com)



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- Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc
- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

## POSITION QUALIFICATIONS:

- Bachelor's Degree in Education or equivalent with a minimum of 1-year experience in a child development setting. **Exception:** Employees hired before July 30, 2013)
- Master's Degree in Pre-K may be substituted for experience requirement.
- Must be willing to meet emerging standards for NAEYC and/or other regulatory agencies.
- Two (2) Reference Information Forms on file with the licensing agency, attesting to the employee's character and relevant abilities.
- Willing to become certified in CPR and First Aid.
- Demonstrated ability to help children and families through transitions.
- Exhibited enthusiasm and energy towards the children, staff, and preschool.
- Possess a demonstrated record of attending continuing education seminars/workshops.
- Exhibit knowledge of state standards in program, staff, and facility.
- Possess a good understanding of fire, sanitation, and other agency requirements and comply with inspector recommendations.
- Demonstrated ability to develop and implement P-6 curriculum.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the Playmates concept.

## ENTRY LEVEL COMPETENCIES:

1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, ProCare, ELS, curriculum software, assessments, and portfolios.
3. Illustrates effective use of time management and organization skills to perform multiple tasks
4. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).

## PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.



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**JOB TITLE: PRESCHOOL FOUR TEACHER**

## PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	
STANDING			X	
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD		X		
IRREGULAR SCHEDULE		X		
OVERNIGHT TRAVEL	X			

## WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE		X		
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			

**I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR PRESCHOOL FOUR TEACHER AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.**

EMPLOYEE NAME \_\_\_\_\_

DATE \_\_\_\_\_



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SUPERVISOR NAME

DATE

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