



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 Three 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, may be requested to maintain responsibility for all center 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.
- Assists with collection of required paperwork for all enrolled preschool children.
- Follows daily schedule as posted.
- Implements planned curriculum in detail for assigned classes.
- Completes and submits weekly lesson plans where planned activities are directly linked to the age-appropriate state standards.
- Implements planned curriculum in detail for assigned classes.
- Completes daily meal sheets.
- Performs all required assessments within approved time frames.
- Maintains appropriate documentation justifying assessment results.
- Completes family conference form following each assessment period using suggested format.
- Discusses assessment results with families using the family conference form to guide the conversation at the completion of each reporting period.
- 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.

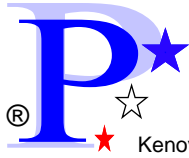
OTHER DUTIES:

- Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc

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



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- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

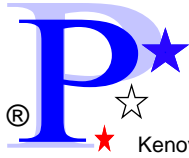
POSITION QUALIFICATIONS:

- Associate's Degree or higher in Early Childhood Education, Child Development, Elementary Education or Early Childhood Special Education, or equivalent; **OR**
- Associate's Degree in a non-ECE related field *AND* at least 3 years experience in an NAEYC-accredited program; **OR**
- Associate's Degree in a non-ECE related field *AND* at least 3 years experience in a non-accredited program *AND* 30 contact hours of training.
- Bachelor's Degree in Education or equivalent with a minimum of 1-year experience in a child development setting is preferred.
- 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 age-appropriate curricula and activities.
- 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, and curriculum, assessments, and portfolio software.
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:



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

JOB TITLE: PRESCHOOL THREE 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 THREE TEACHER AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.



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EMPLOYEE NAME

DATE

SUPERVISOR NAME

DATE
