



Title: Preschool/ Transitional Kindergarten Teacher Job Description

***(SY) SCHOOL YEAR CALENDAR (DEGREED/ TEACHING CERTIFICATE)**

Job Requirements:

- Have at least one year of teaching experience from a school district, licensed daycare, student teaching, or other educational facility.
- *Preferred:* Preschool and Transitional Kindergarten Teachers-state certified (**Valid Teaching Certificate**), current certification, and be able to provide certificate upon application.
- Obtain First Aid & CPR training prior to being left alone in classroom.
- Signed “Good Health Statement” from licensed physician or local health department verifying that he/she suffers no physical or known emotional illness or condition which would adversely affect childcare.
- Obtain a criminal history check and FBI fingerprint check prior to start of employment.
- Must be able to lift up to 45 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.

Personal Skills:

- Highly Energetic
- Passionate for Early Childhood Education
- Knowledgeable about Early Childhood Development
- Detail and task oriented
- Self-motivated
- Positive
- Multi-tasker
- Professional
- Strong communication, writing skills, and computer literacy
- Strong organizational and time management skills
- Knowledgeable about early childhood development

Key Responsibilities:

- Reflect the Giant Steps Mission to students, parents, and community.
- Be able to work and teach as a team member for the common goal of early childhood education.
- Offer classroom activities that meet the emotional, physical, intellectual, and social needs of both the individual and the group.
- Encourage creativity in daily work through self-expression and opportunities to utilize various art materials.
- Encourage and role model creative play in the classroom, discovery room, and on the playground by allowing the use of various materials (mulch, sand, hay, shovels, buckets, various toys, etc.) in all areas of the playground and in the classroom.
- Interact with the students and encourage their involvement in activities.

- Prepare a warm and safe environment that is orderly, clean, and appealing which permits the student to grow and explore.
- Use appropriate, consistent, and positive discipline, along with teaching assistant.
- Understand the developmental needs and milestones of early childhood education and teach accordingly.
- Plan and prepare weekly lesson plans that are based on Giant Steps' Academic calendar in a fun and meaningful way to students.
- Utilize a variety of teaching strategies to communicate to all student learning styles.
- Be aware of all individual strengths and weaknesses. (social, behavioral, and academic)
- Be able to provide adequate supervision within the classroom, outdoor playtime, and react immediately in emergency situations.
- Must maintain mental and physical alertness and appropriate level of energy to perform essential job requirements.
- Provide teaching assistants opportunities for input on lessons, classroom centers and games, and small group instruction.
- Observe, record, and report significant individual (academic & social) and group behaviors to director as they arise or become a concern.
- Maintain all records and files, including daily attendance.
- Establish and maintain good communications with parents through monthly newsletters, monthly calendars, and parent/teacher conferences as often as needed.
- Plan monthly with team members on upcoming classroom/school events and monthly/daily lesson activities.
- Attend staff meetings, monthly team planning meetings, open house, parent orientation, school special events, as planned by director. (During or after regular school hours)
- Be involved with the planning and implementation of school activities, fundraisers, events, and curriculum.
- Be familiar with and aware of safety procedures and drills.
- Provide weekly lesson plans to Director for review prior to or on Monday of each week.
- Answer and return phone calls to parents.
- **Obtain 24 Annual training hours in early childhood growth and education.**
- Strictly follow all policies and procedures of Giant Steps.
- And all other duties as assigned by director.

Salary and Benefits:

- Health Insurance after 60 days of employment for Full Time Employees
- Retirement Savings Plan after one year of employment
- Annual pay increases based upon annual performance evaluations and/or work performance observations.

NO EMPLOYEE CONTRACTS ARE GIVEN OR GUARANTEED. GIANT STEPS IS AN AT-WILL EMPLOYER. EMPLOYEE OR EMPLOYER MAY TERMINATE AT ANY TIME WITH OR WITHOUT REASON.

Employee Name (Print) _____

Employee Signature _____

Date of Receipt _____