

# JOB DESCRIPTION AND DUTIES OF TEACHER HOPE PRESBYTERIAN PLAYSCHOOL PROGRAM



## **Minimum Qualifications:**

College degree in Education or related child development area, or equivalent experience.

## **Background Check:**

Must have the ability to obtain a satisfactory background check.

## **Classroom Responsibilities:**

Duty hours are from 8:30 AM to 12:30 PM, unless otherwise noted. Children are present from 9:00 AM to 12:00 PM. Teachers will staff Stay Day from 12:00 PM to 1:00 PM on a rotating basis.

Greet children at the door. Help children with tote bags, notes, lunches, etc. if needed.

Responsible for the cleanliness and order of the room. A time of 30 minutes, before and after the session, is included in the hourly pay for housekeeping. Table tops are to be cleaned and chairs placed on tables Monday through Wednesday. Chairs need to be stacked on table Monday through Thursday.

Responsible for supervising personal hygiene of children, changing, toileting, etc. Children who wear diapers should be on a pull-down changing table that can be disinfected. Hands are to be washed in anti-bacterial soap after each child is changed. Diapers are to be disposed of in a small plastic bag and then put in a covered container. Children should wash their hands after using the toilet, prior to eating, and upon returning from the playground.

In the event that a volunteer is available, plan and direct activities so they will know what is expected of them. Encourage their participation at group time.

Consult with the director when:

- A. A child gets hurt;
- B. A child is sick and needs to go home;
- C. Any suspected abuse or neglect;
- D. Report any unsafe conditions immediately;
- E. Concern of delay where early intervention services would benefit the child.

Beginning of the year preparation of the rooms will include unpacking, displaying all playschool material, and making the room look warm and inviting. Cleanliness and safety are of utmost importance.

End of the year responsibilities include packing small toys and plush animals in plastic storage bins. If the room is to be painted over the summer, all items need to be moved to the storage building.

Teachers are expected to be available for work at least two weeks prior to the beginning of the school year, unless other arrangements have been made with the Director. They are expected to work one week after the end of the school year, unless other arrangements have been made with the Director.

**Administrative Responsibilities:**

Provide a copy of your daily classroom schedule to the Director. Update throughout the year if any major changes occur.

Keep a copy (either file copy or on phone) of any communication with the parents or groups of parents. This includes emails, texts, GroupMe chats, etc.

Have on hand monthly lesson plans broken down into one week at a time. For example, "The first week we will study space and do these activities. The second week we will study transportation and to these activities." All teachers need to be ready to provide lesson plans for substitutes when absent.

Communicate on a weekly basis with parents, providing updates on classroom activities and learning, as requested by the Director. A class newsletter for the week or month should be provided.

Attend regularly scheduled teacher/ staff meetings.

Prepare for and conduct two parent-teacher meetings each year, one in the first semester and the other in the second semester.

Notify the Director as far in advance as possible in case of absences, so substitute arrangements can be made. Personal leave (unpaid time off) must be made in advance in writing.

Help keep the Resource Room and Supply Cabinet orderly. Report when supplies are low or the last of an item has been used.

Any purchases made by teachers where reimbursement is requested must be approved prior to the purchase. A receipt must accompany a voucher request for reimbursement.

**Physical Requirements:**

Able to lift up to 50 pounds from the floor to waist high eight to ten times per day; to crouch to a child's height to maintain eye contact; to sit on the floor; to stand tall enough to reach children on play equipment.

While the classrooms are air-conditioned, the playground often gets hot and teachers are exposed to the sun. You cannot continually sit in the shade; you must be moving around the playground, watching the children.

Must be able to stand or sit for long periods of time.

Must be able to clean and maintain equipment and facility.

Must be able to proactively take precautions to ensure the health and safety of all children, parents, staff and themselves when coming into contact with children who are ill and/or contagious.