

Position: Child Development Center Teacher

Train and provide work direction to Early Childhood Education students, work-study students, playground assistants, parent volunteers, and others as assigned; provide a positive role model at all times; explain the preschool and infant toddler program, rules, and regulations to visitors, parents, and others.

Plan, implement, and revise a broad range of age- and developmentally-appropriate daily activities in the classroom and on the playground.

Maintain accurate attendance records; prepare records and reports related to assigned activities as directed.

Participate in physical care of preschool and infant/toddler children; oversee and participate in the preparation and serving of breakfast, lunch, and snacks; assist children as necessary.

Conduct parent conferences and parent education sessions and prepare written assessments of the developmental progress of assigned children as specified by the District program and/or controlling state or local agencies.

Attend staff development activities, workshops, and conferences; conduct special training and share information with co-workers.

Assist in maintaining and controlling inventory of instructional supplies; order supplies according to established procedures.

Perform custodial duties as are immediately required to maintain a physical environment that conforms to applicable standards of health and safety, and request custodial and maintenance assistance for non-emergency custodial and maintenance issues.

Oversee the safe operation of the Center independently in case of absences or emergencies.

Communicate effectively both orally and in writing to students, co-workers, parents, and others; establish and maintain effective working relationships with others using interpersonal skills including tact, patience, and courtesy; take initiative and work independently with general supervision.

Perform related duties as assigned.

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