



JOB DESCRIPTION

TITLE: Lead Preschool Teacher
DEPARTMENT: Bumblebees R-Us
REPORTS TO: Chief Operating Officer
REVIEW DATE: December 5, 2012
APPROVED BY: Board of Directors

General Purpose of the Job

(The main reason for the position, in what context and what is the overall end result)

The purpose is to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families.

Essential Duties and Responsibilities

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Creates and employs curricula that is developmentally appropriate and meets the needs of children from diverse backgrounds.
2. Responsible to engineer the classroom; designs it, lays it out, and manages the space in such a way as to make learning possible and probable.
3. Safeguards all classroom supplies and equipment, and accounts for any misused, damaged, or missing supplies or equipment.
4. Responsible for participating with a team (i.e. teacher assistant and family worker) on a daily basis in planning curricula and adding the necessary parental contribution.
5. Insures parent is knowledgeable about the child's program.
6. Creates and maintains relationships with every child and family and assesses their needs.
7. Observes children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem or other special needs and reports these signs immediately to the Center Director/ Disabilities Coordinator for needed follow-up.
8. Evaluates the progress on an ongoing basis and implements the necessary modifications.
9. Ensures that all required documentation is completed and complies with the standards set by Creative Curriculum/ funding source of the program.
10. Conduct parent/teacher conferences and in-home visits to meet policies and procedures of the program.
11. Possesses a solid understanding of development throughout early childhood and has knowledge of how to facilitate learning.
12. Complies and maintains in their relations a safe nurturing environment for students and staff which are conducive to learning. Provides guidance and direction in maintenance

and hygiene routines.

13. Creates clean and safe working environment. Maintains competency in the environment of care to provide a functional and safe environment for students and staff.
14. Uses effective English in their oral and written communication.
15. Maintains discipline and supervision of children during all Bumblebees R-Us activities.
16. Implements behavior plans designed by Disability Coordinator.
17. Complies and maintains accurate data collection records for students, based on school readiness plan.
18. Develops and implements weekly lesson plans that are consistent with the program curriculum and pre-K guidelines.
19. Encourages and models language expansion, extended learning and problem solving strategies throughout the day.
20. The importance of teacher interaction in developing, supporting and monitoring children's learning.
21. Observes children for any suspected or disclosed signs of child Abuse or child neglect and reports them immediately to the center director or person in charge in accordance with the Bumblebees R-Us abuse/Neglect Reporting Policy and Procedures.
22. Sits with children during all meal time providing a model for good nutritional habits.
23. Submits program documentation in accordance with Bumblebees R-Us policies and procedures directives and timeline specifications as specified in the policies and procedures.
24. Monitors children's progress to determine the effectiveness of instruction.
25. Attends all training opportunities provided by Bumblebees R-Us and all staff meetings
26. Respects the private nature of the special knowledge they have about each student and their families and use that knowledge only in the student's best interests.
27. Responsible for day-to-day supervision of the classroom assistant and volunteers.
28. Performs any other task deemed necessary by the center director/educational coordinator.

Knowledge, Skills and Abilities

(The knowledge, skills and attitudes required for satisfactory job performance)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge

The Teacher must have proficient knowledge in the following areas:

- ✓ computerized data collection programs
- ✓ Early Childhood growth and development
- ✓ An understanding of PRE-K curriculum and relevant funding stream regulations that govern the program.

Skills and Abilities

The Teacher must demonstrate the following skills:

- ✓ teamwork and collaboration
- ✓ supervisory skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ communications skills
- ✓ stress management skills
- ✓ time management skills
- ✓ problem analysis and assessment
- ✓ judgment and problem solving
- ✓ work and time management
- ✓ attention to detail and high level of accuracy
- ✓ delegation of authority and responsibility
- ✓ information gathering and monitoring

Qualifications

1. Baccalaureate degree and State certification. A baccalaureate degree in early childhood education or related field of study and current valid certification issued by the State Education Department pursuant to 8 NYCRR §80 or successor rule or equivalent certification from another jurisdiction, as a teacher in the field of early childhood education; or
2. Equivalent certification. Certification from a public or private certifying or teacher accrediting organization or agency granted reciprocity by the New York State Department of Education; or
3. Baccalaureate degree. A baccalaureate degree in early childhood education or related field and five years of supervised experience in a pre-school program if currently employed in a permitted child care service; or
4. Study plan eligibility. The person has proposed a plan for meeting the requirements of paragraph (1), (2) or (3) of this subdivision within seven years, and has obtained approval of this plan by an accredited college. A person who is study plan eligible shall submit documentation to the Department indicating proof of enrollment in such college and specifying the time required for completion of training.
5. The course of study may include the following study areas:
 - a. Sociological, Historical, Philosophical Foundations of Education or
 - b. Sociology of Education or History of Education or Philosophy of Education
 - c. Child Development or Child Psychology, Educational Developmental Psychology or Psychological Foundations of Education
 - d. Instructional Materials and Methods Courses – three (3) courses required, including one on the pre-kindergarten or kindergarten level including, but not limited to, such courses as:

- i. Teaching of Reading, Teaching of Math, Teaching Science to Young Children
 - ii. Teaching of Music, Teaching of Art, Methods of Teaching of Language Arts
 - iii. Teaching of Computer Technology to Young Children
 - iv. Parent Education and Community Relations or Urban Education or Sociology of the Family or Parent, Child, School.
6. To be study plan eligible, a person shall have:
 - a. Associate's (AA or AS) degree in early children education, practicum included; or
 - b. Ninety or more undergraduate college credits and one year classroom experience teaching children in pre-kindergarten, kindergarten or grades 1-2; or
 - c. Baccalaureate in any other academic subject and one year classroom experience teaching children up to third grade.

Trainings

Ongoing professional development.

Personal Attributes

The Teacher must maintain strict confidentiality in performing the duties of Teacher. The Teacher must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and metal demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Teacher will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Teacher may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the Teacher)

The Teacher may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of all stakeholders. The Teacher may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the Teacher's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The classroom may be noisy and busy making it difficult for the Teacher to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Teacher will have to manage a number of requests and situations at one time stress may be caused by the need to complete tasks within tight deadlines

CERTIFICATION

<p>_____ EMPLOYEE SIGNATURE</p> <p>_____ PRINT NAME DATE</p> <p>I certify that I have read and understand the Responsibilities assigned to this position.</p>	<p>_____ CHIEF OPERATING OFFICER SIGNATURE</p> <p>_____ PRINT NAME DATE</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to The position.</p>
<p>_____ EXECUTIVE DIRECTOR'S SIGNATURE DATE</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being Performed by the Lead Teacher of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This job description can be amended at any time if needed.