

# **Lead Preschool Teacher**

Tiny Treasures Child Care Great River, NY

Teacher

Posted on April 19, 2021

### **Job Description**

Responsible for planning and implementing daily classroom lesson plans and assuring safety of children in the preschool classroom

#### Responsibilities

- 1. Plans and prepares lesson plans, and submits in accordance with administrative guidelines on a monthly basis.
- 2. Oversees and facilitates the general safety of the classroom environment and its activities to include outside play.
- 3. Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, science and physical activities.
- 4. Assists children with completing assigned projects and enhancing learning skills.
- 5. Designs and maintains classroom climate to include visual aids related to curriculum and age/stage of development.
- 6. Monitors talents, special abilities, disabilities, deficiencies or problems of each individual child, documents issues/concerns as needed in log book and notifies management.
- 7. Promotes and fosters each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
- 8. Prepares thorough evaluations for children on a yearly basis or as needed.
- 9. Establishes and maintains a positive interpersonal relationship with all children, fellow staff and parents/guardians.

- 10. Assists children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.
- 11. Works closely with Classroom Leaders in a team-teaching atmosphere for classroom activities and shares pertinent information, suggestions or ideas on a regular basis.
- 12. Assists in daily supervision of Volunteers, Room Assistants and Room Aides.
- 13. Attends in-service training, conferences, staff meetings and parent meetings as required.
- 14. Performs general classroom cleaning duties as necessary.
- 15. Writes summaries of daily activities and provides parents/guardians with documentation.
- 16. Maintains accurate and current attendance records and other related paperwork.
- 17. Adheres to all established policies, procedures and code of ethics.
- 18. Performs other related duties as assigned.

#### Qualifications

Associate's degree in Early Childhood, Child Development or related field

OR

Child Development Associate credential

OR

9 college credits in Early Childhood, Child Development or a related field, with a plan leading to a Child Development Associate credential and Two years' experience related to caring for children

**Certificates and Licenses:** Qualified by the Office of Children & Family Services, CPR & First Aid certification required after hiring and must be maintained.

## **Application Instructions**

Send a resume to the Owner/Director - Jen D'Ambrosio via Email - Jen@TinyTreasuresEl.com