



## **Preschool Teacher Job Description**

Under the direction of the Recreation Supervisor, the Pre-School Teacher is responsible for planning, teaching and evaluating their assigned class.

### **Qualifications**

- An Associate's Degree in Early Childhood Education preferred.
- Experience working with pre-school age children.
- Able to plan and execute age appropriate activities in conjunction with the curriculum that is provided.
- Able to communicate verbally and in writing.

### **Duties and Responsibilities**

- Responsible for the preparation of lesson plans and gathering of supplies and equipment.
- Remain at school site at all times during scheduled school hours.
- Ensure safety of preschoolers at all times, and follow-up on all accident/incident reports.
- Maintain good communication with the parents of preschoolers and keep them informed of activities and child's progress.
- Adhere to the general rules and policies of the Midlothian Park District.
- Attend orientation, staff training or meetings as arranged by the Recreation Supervisor.
- Prepare a parent informational school calendar, notes and other pertinent information.
- Organize and conduct a Parent Orientation meeting.
- Inventory equipment at the beginning and the end of each school year.
- Order necessary supplies with the approval of the Recreation Supervisor.
- Prepare a Graduation program for children in the 4 year old program, or help.
- Prepare a holiday pageant to present to the families of participants.
- Perform other duties as assigned

### **Psychological Considerations**

- Must be a positive role model for children and fellow staff members
- Must be able to work well with others
- Must have the ability to both give and take orders
- May have to deal with stress situations with children as well as parents

### **Physiological Considerations**

- Must have the endurance to keep up an active day with young children
- May encounter long periods of sitting, standing, walking, reading and writing
- May have to be able to lift up to 50 pounds – either child or equipment

### **Environmental Considerations:**

- May be exposed to varying weather conditions.
- May be exposed to bee stings and other insect bites.

### **Cognitive and Safety Considerations:**

- Must be organized.

- Must show safety awareness and good judgment.