

Holy Name Preschool

Teacher Job Description

The person selected for a teacher position at this program will be responsible for all supervision, management, assessment, and planning for the group.

Qualifications:

The person selected for this position must possess the educational qualifications of a teacher as outlined by “The Colorado Rules Regulating Child Care Centers”. This person must have a warm, friendly personality, be sensitive to the feelings and needs of others, be able to relate well with children, and be willing to fulfill job responsibilities in accordance with Holy Name Preschool’s philosophy. This person must be able to maintain a professional attitude toward the children, the families, and the staff at all times, and is able to communicate professionally and openly.

Responsibilities include but are not limited to the following:

1. Assist the program director in long-range planning with regard to curriculum, the program’s philosophy, and goals.
2. Complete monthly, weekly, and daily curriculum plans in accordance with the Creative Curriculum System, in time for the group. Communicate these plans to assistant teachers and aides, and if needed, to the other classes at Holy Name Preschool. These should be completed on your paid planning time.
3. Plan, prepare, and implement a curriculum that is appropriate for the age level, skill, and social development of the group of children served.
4. Supervise and interact with the children in all areas of the program, outdoors and during field trips away from the program.
5. Maintain an environment that helps each child to have a positive experience throughout the school day. Maintain a room arrangement that is safe, inviting, interesting, and stimulating.
6. Treat all children with dignity and respect and allow for individual differences. Provide an atmosphere of acceptance and caring for each child and show as much individual attention as possible to each child. Comfort distress immediately and provide a curriculum that helps each child develop to the fullest in each area of development.
7. Be familiar with and adhere to the program’s policies, health and safety regulations, and emergency procedures, and be ready to implement these if necessary.

8. Assist the program director to hire, orient, train, and supervise aides, assistant teachers, and substitutes.
9. Help assistant teachers and aides to maintain a professional attitude toward the program, the children, and the staff, and assist if needed with appropriate communication. Be an example of professional behavior and appropriate communication at all times.
10. Plan, prepare, and care for the environment.
11. Be responsible for maintaining the “Teaching Strategies GOLD” assessment system for each child, with the assistance of your assistant.
12. Be responsible for accomplishing all routine tasks with regard to the health and safety of the children and the maintenance of the program in accordance with “The Colorado Rules Regulating Child Care Centers”.
13. Attend all staff meetings and recommend training programs and conferences. Provide the director with documentation in accordance with state requirements. Provide appropriate communication in staff meetings and assist in designing appropriate training opportunities for staff.
14. Be and advocate for improvement of early childhood education and for improving Holy Name Preschool.
15. Maintain an open, friendly, professional relationship with all families. Make each parent feel at ease with our program. Set up fall and spring conferences, and more if needed.
16. Attend biannual meetings with the director for a performance review and self-evaluation.

I agree to these terms and will do my best to fulfill each and every one of them,

Please send your resume and/or letter of interest to holynameschool@msn.com. For an inquiries, please call (970) 879-8228 and ask for Betsy Taylor, Director.