

Job Description			
Position:	Preschool Teacher	Date Created:	4/23/2025
Department:	Ancillary Services	Job Type:	Full-Time, 10-month
Reports To:	Preschool Assistant Director	FLSA Category:	Non-Exempt
Placement Schedule: PreK Placement Schedule			

POSITION SUMMARY:

Under the supervision of the Preschool Assistant Director, the Preschool Teacher works with children, parents, and other staff members to provide quality instruction to children via activities designed to promote social, physical, and intellectual growth needed for primary school.

KEY RESPONSIBILITIES:

- Provides a healthy, safe, and secure environment for children.
- Plans and implements daily classroom programs that are individualized and developmentally appropriate for the ages of children being cared for.
- Encourages parental involvement through daily positive contact and interactions.
- Helps provide a wide variety of experiences for each child including those in math, science, social studies, nutrition, cooking, creative music and movement, language and vocabulary development, pre-reading, cognitive skills, and physical education.
- Develops and posts weekly lesson plans.
- Helps provide a program that makes available a variety of materials for exploration.
- Works with children in learning centers, circle time, and individual play that encourages language development and positive self-image.
- Provides on-going development of learning centers.
- Provides individual time to students as well as structured and unstructured activities.
- Creates a classroom environment where children and fellow staff members are treated positively and fairly while adhering to Haven Schools policies.
- Observes children closely, noting problems or difficulties such as behavior, speech, language, social interaction with other children, visual, hearing, etc. and reports concerns to the director.
- Participates in all phases of teacher classroom responsibilities and continuation of professional growth.
- Attends staff meetings and workshops as needed and obtains the necessary number of in-service training hours annually.
- Supervises students and volunteers assigned to classroom as necessary.
- Assists in the laundering and/or sanitation of equipment and supplies and other housekeeping duties in the classroom.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (required).
- 1+ years of training and experience in an educational or childcare environment (preferred).
- Current applicable Federal and State of Florida professional certification/licensure.
- Completion of 40 hours of initial training in childcare as required by Department of Children and Families within 90 days of start date is required.
- Training/certification in infant and child CPR/First Aid.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.

Preschool Teacher

- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, running, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel between Haven Schools campuses may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____