

**Preschool Teacher – Position Responsibilities 2022-23**

**Teach preschool program for 3- and 4- year-olds (up to 10 children)**

Plan daily lessons inclusive of all domains of kindergarten readiness skills: Language; reading readiness; math; self-care; social-emotional; and gross and fine-motor skills.

Use the Fundations Pre-K Activity Set to support and develop the children’s understanding of emergent literacy skills; differentiate instruction based on skills assessment

Assess the children at the beginning, middle, and end of year using the established assessment tools for language development, pre-literacy, and social/emotional skills for 3- and 4-year-olds. Document ongoing informal assessment as well.

Insure consistent communication with parents about the Preschool Program objectives through a parent orientation at the start of the preschool and, after formal and informal assessment, three report card meetings with parents in November, February, and May.

Lead the daily operations of the preschool each day:

* + maintain the physical facility, monitoring heating and light cleaning of the building, using recommended cleaning products and health protocols (as needed)
  + help children with good hygiene procedures and monitor safety

Train and work closely with the classroom Aide; offer feedback and guidance of classroom performance

Plan parent involvement in the preschool program through frequent communication via text and monthly newsletter, learning opportunities, social events, and field trips. (Health protocols where applicable)

**Collaborate with The Learning Trail’s Parent Program Partner**

Collaborate with our Parent Program Facilitator and TLT Board Parent Engagement Committee to implement the evening Parent Program (Preschool – K, 1 parents).

Coordinate parent meetings by communicating schedule; hiring childcare; and arranging for a light dinner and snacks

**Program Schedule**

The Preschool operates Monday to Thursday from 9:00 am - 12:00 noon.

Preschool Teacher Employment Hours: (25 – 30) hours per week

Preschool Teacher Salary: $25-30K depending on experience

Employment Period: September 6, 2022 to June 8, 2023