Saint Michael’s College
Job Description

Job Title: Preschool Teacher

Department: Early Learning Center

Supervisor or Manager: Director of Early Learning Center

Date Created: 07/06/2005  Last Revised: 07/06/2005  FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• High quality care for children is provided

Essential Duties and Responsibilities:
•Plans and conducts developmentally appropriate activities and assessments for children
• Sets and maintains staff-agreed upon limits for children
• Supervises teaching assistants, trainees, volunteers, practicum/work-study students, provides feedback and resources
• Participates in communication with parents including notes home, phone calls, etc.
• Keeps informed of current issues in the field of Early Childhood Education, including 12 hours of training (as defined by the Vermont Early Childhood Program Licensing Regulations) per year
• Designs the environment to be conducive to children’s development and beneficial for working with other teachers
• Keeps children’s space looking neat, puts materials away when children/caregivers are through with them
• Participates in staff meetings, extracurricular activities and in-service training

Secondary Responsibilities:
• Holds individual parent conferences 2 times per year, and as needed, and serves as a resource for parents
• Familiarizes oneself with emergency procedures, locations of fire exits and first aid kits
• Attains appropriate knowledge of Vermont Licensing Regulations and NAEYC accreditation criteria
• Participates in annual CPR certification
• Contributes to writing monthly newsletters with other staff members
• Attends meetings of the advisory board on rotational basis
• Reports suspected abuse or neglect to the appropriate agency
• Maintains materials with the assistance of other staff
• Performs individual child developmental assessments and screenings

Positions Supervised:
• Teacher’s Assistant (work-study position, 8-12)

Major Contacts:
• Children and their parents
• Director of Child Care Center
• Other teachers
• Work-study students
• Educational service providers
• Child Care Resource consultation team
• CIS
• VNA
• Social workers
Demonstrates Excellence:
- Accepts children unconditionally, their individual personalities, needs, ways in which they communicate and helps them develop without making judgments
- Keeps discussion of children, parents and other staff confidential and on a professional level at all times

Education and Work Experience:
- Bachelor’s degree or equivalent combination of education and experience

Analytic Skills:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills:

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<th>Working Knowledge</th>
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Licenses, Certifications and Other Requirements:
- CPR/First Aid for infants and children

Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Preschool Teacher, the employee must occasionally lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.
Additional Requirements for the Job:

- Ability to attend orientation before beginning the job
- Availability to participate in approved training, at least 12 hours per calendar year
- Must be able to handle being exposed to minor illnesses constantly

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.