



Job Description

Job Title: Pre-K Lead Teacher	Status: Non-Exempt
Reports to: ECE Director	Date: 8/3

Basic Function:

Under direct supervision, carry out the day-to-day classroom activities and operations to enhance the children's development to best prepare them for future educational experience(s).

Responsibilities:

- Under direction, ensure that the activities of this position and relevant programs are consistent with the mission, vision, and values of Merrick House.
- Greet children and families at the door at arrival and departure times.
- Ensure that the classroom is setup with defined learning areas and provides a safe, healthy classroom environment that is arranged to support independence.
- Operate in accordance with ODJFS Licensing Rules, Step Up to Quality Regulations, Universal Pre-K guidelines and all other applicable federal, state or local regulations.
- Supervise children at all times and maintain child/staff ratios in accordance with state requirements.
- Establish and follow a consistent daily routine that meets the needs of all children.
- Maintain a safe classroom environment, which includes monthly fire drills and quarterly disaster drills.
- Write lesson plans that align the Ohio Early Learning Development Standards with the Curriculum and are individualized for each child.
- Record ongoing observation of children and write anecdotal notes.
- Work with the Teacher Assistant to complete ASQ Screenings within 30 days of entry and DECA Screenings within 45 days of entry on all children.
- Ensure that children with suspected or diagnosed disabilities are referred to the appropriate agency.
- Conduct two (2) parent-teacher conferences for each child.
- Plan transition activities to facilitate moving children from one activity to the next.
- Conduct transition activities with the local school districts for children entering kindergarten throughout the year and complete annual transition packets.
- Sit, eat with and socialize with the children throughout daily routine including meal and snack times and document meal counts.
- Attend to child/children when an emergency arises and administer first aid and CPR as necessary.
- Report and record any signs of illness or injury, write up an incident report, and submit it as appropriate within 24 hours of the incident.
- Report suspected child abuse cases to the Department of Human Services and the ECE Director immediately and submit appropriate paperwork.

- Enhance adult/child interactions by getting on “child’s eye level”.
- Engage in children’s play in all areas of the classroom and all parts of the curriculum, for example, floor play, outdoor/gross motor and music/movement activities.
- Maintain cleanliness of classroom and site at all times.
- Attend trainings and meetings as instructed.
- Perform other duties as assigned or directed.

Requirements:

- Combination of education and experience normally represented by a Child Development Associate with Pre-K endorsement, Associate’s or Bachelor’s Degree in Early Childhood Education, or a Bachelor or advanced degree including coursework equivalent to a major relating to early childhood education. Bachelor’s Degree preferred.
- 1-3 years experience working in a preschool classroom preferred.
- Previous experience in human services setting or Community Action program preferred.
- Must have a working knowledge of ODJFS Licensing Rules.
- Current certification in First Aid and CPR or attained through training during the first six months of employment.
- Must have a good working knowledge of computers, Microsoft Office and other educational web-based programs.
- Must be able to effectively and productively work with people of very diverse economic, cultural and administrative backgrounds.
- Must be well organized, detail oriented and the ability to maintain confidentiality.
- Must have a good working knowledge of computers and Microsoft Office software.
- Must have competent oral, written and interpersonal communication skills.
- Must be able to actively interact with preschool children by having good dexterity with ability to lift up to 40 pounds, push, pull, carry, climb, balance and kneel and the ability to sit, stand, walk, bend, and squat.
- Medical statement signed by physician or certified nurse practitioner required including TB test.
- Final applicant is required to be fingerprinted to complete background check.

Positions that may report to this position:

N/A

Signature: _____

Date: _____