

## Heppner Day Care, Inc.

### **Preschool Teacher Job Description**

**Preschool Overview:** We offer families the choice of either half day or full day to meet their preschool and childcare needs. We partner with Morrow County School District and UMCHS for Preschool Promise program to help support a high-quality preschool. The Preschool Teacher designs the routine and structure for the day from 8:00 – 3:00, utilizing a research based curriculum to provide high-quality, engaging activities and learning opportunities. Regular Preschool runs from the end of August through middle of June and through the summer we offer Summer Camps and full day care.

#### **Essential Duties & Responsibilities:**

- Establish a positive, developmentally appropriate learning environment, both indoors and outdoors
- Develop and implement daily lesson plans and activities utilizing developmentally appropriate curriculum, ensuring activities meet varying levels of development of children in class
- Plan for variety of learning experiences including, but not limited to regular schedule and lessons, field trips, and guest speakers
- Establish and maintain positive relationships with each child, learning their strengths and areas for growth to help ensure best support is provided
- Complete a child assessment on each child 3 times during the year
- Develop individual goals monthly per child based on assessments, observations, and parent input. Ensure lesson plans support activities to support growth of goals and complete documentation on goals regularly
- Complete 2 Parent Teacher Conferences during the year
- Maintain accurate and professional records/documentation
- Ensure constant supervision of all children, ensuring ratios are always met, and staff are spaced around room/playground to ensure all children are seen at all times
- Establish and maintain positive relationships with parents/caregivers
- Approach concerns with parents with professionalism
- Consistently provide positive guidance and support to all children
- Follow Monthly Teacher Timelines, completing required work in a timely manner
- Ensure mealtimes are a positive and social time for children utilizing family style meals
- Provide support and supervision to Teacher Assistants and volunteers
- Develop and maintain working relationship with Morrow County School District, specifically with Kindergarten Teachers to ensure positive transition for children and alignment of school readiness goals

- Develop and maintain relationship with IMESD to support children as needed
- Maintains confidentiality
- Follow and implement HDC's Policies & Procedures
- Ensure center complies with State Licensing requirements
- Attend staff meetings and trainings as required, including but not limited to trainings required by state licensing (ORO)
- Other duties as required

**Education Requirements:**

- Associate Degree or higher in Early Childhood Development and/or Education  
OR
- Have completed a CDA program or have 10 credit hours of ECE coursework  
OR
- 2 years of Teacher Experience in preschool setting at a certified center

**Experiences and Skills:**

- Be enrolled or ability to enroll in Oregon Central Registry
- Have (or obtain within 90 days of hire) CPR and First Aid
- Have (or obtain within 30 days of hire) Food Handler's Cards
- Previous Preschool Teaching experience, preferably in licensed center
- Ability to occasionally lift up to 50 lbs.
- Ability to easily get down to children's level, including squatting/bending, and up and down off the floor