

NORTHEAST FAMILY CENTER  
**JOB DESCRIPTION**

**Position Title:** Preschool Teacher  
**Supervisor:** Preschool Director

**Classifications:**

<u>      </u>	<b>Exempt</b> (Paid on the basis of a salary.)	<u>      </u>	<b>Full-Time</b>
<u>  X  </u>	<b>Non-Exempt</b> (Paid on an hourly basis.)	<u>  X  </u>	<b>Part-Time</b>
		<u>      </u>	<b>Seasonal</b>

**Hourly Range:** \$7.00-\$9.00

**General Description:**

Under the direction of the Preschool Director, this person will assist in the general implementation of the preschool program. This includes, but is not limited to: planning the curriculum, instruction and supervision of students, and preparation of the classroom.

**Minimum Requirements:**

- Must meet state licensing guidelines for an assistant preschool teacher.
- Must work well with other preschool staff.
- Must relate well to the preschool children and their parents.
- Must maintain a neat and professional appearance.
- Experience or education working with preschool children preferred.

**Job Specifications:**

- Attend all staff meetings and planning sessions set by Preschool Director.
- Complete annual in-service training hours as required for state license.
- Assist in daily/weekly curriculum and program planning as assigned by Preschool Director.
- Assist other teachers in carrying out the daily planned activities of the preschool program, including set-up and clean-up duties as needed.
- Assist in maintaining the general appearance of the classroom. Store equipment in proper places at the end of the class, including keeping cleaning agents/chemicals locked when not in use.
- Attend all scheduled family events, field trips, open houses, and parent meetings.
- Be responsible for the safety and well being of the children at all times.
- Have knowledge of state licensing procedures and maintain the preschool program according to the licensing standards.
- Implement the goals and objectives of the preschool program.
- Report to work for all shifts on a timely basis and keep accurate and up-to-date timesheets.
- Inform Preschool Director of an absence and secure a substitute.
- Assume other duties as assigned by the Preschool Director.

**Employee Signature and Date:**

*"I have read and understand this job description."*

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Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Please Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date