



# PRE-K TEACHER

Job Description Form

Division/Department	Children's Learning Center		
Location	2010 Bridge SW, Alb., NM 87105		
Reports to	Melissa Bojorquez	Title	Center Director

Level/Grade	Type of position:	Hours_40__ / week
4	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

## SUMMARY

Responsible for administering the Pre-K program. Administers the program at the classroom level. Assists Learning Center Director and Coordinator in planning and implementing activities designed to promote the social, physical, and intellectual growth of the children. Responsible for classroom records. Maintains classroom cleanliness and safety. Keeps parents informed of the progress of children on a daily basis. Supervises and mentors assistant teachers.

## RESPONSIBILITIES

- Adheres to New Mexico Pre-k Standards
- Conducts Pre-K parent conferences included within coordination of 90 Hours of parent engagement time
- Creates child portfolios and assessments
- Conducts observations using ELG (Early Learning Guidelines)
- Develops lesson plans using FOCUS for the Pre-K teacher.
- Plans the daily program for children to promote growth in the areas of emotional, social, cognitive, and physical development.
- Maintains lesson planning, data collection and reporting.
- Establish and maintains a safe and healthy environment.
- Treats each child with dignity and respect.
- Notifies Supervisor of needed repairs to room, building, playgrounds, equipment and toys.
- Perform housekeeping duties such as laundry, cleaning, dish washing, and sanitize toys and play equipment.
- Promotes and maintains good rapport and working relationships with other staff members.
- Maintains professional conduct in working with parents and staff, as well as visitors and the general public.
- Involves children in the routine functioning of the classroom.
- Adjusts the daily schedule of the class to meet the needs of the children.
- Schedules parent conferences as needed.
- Builds positive relationship with parents by using informal day-to-day conversation as parents leave and pickup children.
- Responds both physically and mentally to any unexpected circumstances.
- Informs parents and Supervisor of significant changes in child's behavior.
- Notifies the Supervisor of any suspected child abuse or neglect.
- Participates in training sessions as scheduled by the Supervisor.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities with staff, clients and the general public at all times.
- Completes all other duties as assigned
- Flexible to the needs of the center's schedule
- Enforces state, federal, and accreditation regulations

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, and talk or hear. Frequently required to walk or stand, reach with hands or arms, climb, crouch, bend, or balance, stoop or kneel. Must lift and/or move up to 50 pounds when picking up children. Specific vision abilities required by this job include close and distance vision. May occasionally be required to drive a motor vehicle.

