



120 Hemme Avenue
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JOB DESCRIPTION

Title: Preschool Teacher

Description: Creative Learning Center, established in 1976, is committed to providing high quality early childhood education programs, as well as offering a rewarding professional work environment for highly qualified, experienced dynamic staff.

Under the direction of the Program Director, teachers work in an open classroom environment, and together with a team of teachers, implement a program for children that is age appropriate, nurtures the development of the whole child, and is consistent with the school's philosophy.

Qualifications: A combination of formal education and experience that enables the applicant to fulfill the responsibilities listed below. A minimum of 12 ECE units and previous experience working in a early childhood education setting is required.

Responsibilities:

- Plans and implements curriculum that is appropriate for large and small groups of preschool children, participating in a teacher work rotation for all areas of the curriculum.
- Provides an age-appropriate, hands on, process-oriented learning program for a small group of specifically assigned children, and assumes the primary responsibility for the learning needs of these children. This will include completing skill inventories and conducting parent conferences.
- Shares responsibility for the orderly arrangement, appearance and decor of the learning environment. Assists as needed in maintaining the school's equipment, grounds and classroom.
- Actively participates in parent/school partnering activities, i.e. parent letters, conferencing, meetings, parent education and special events.
- Actively participates in regularly scheduled staff meetings and other professional development activities.
- Provides for the safety and comfort of all children in the classroom.
- Maintains ongoing communication with the Program Director, other staff members, and parents.
- Abides by the policies, procedures and philosophy of the school.
- Conducts other appropriate and necessary duties that are periodically assigned.

To Apply: Send Resume and Cover Letter to clcalamo@sbcglobal.net responding to the following:

- Why is this position a match for you?
- Briefly describe the important elements of a quality ECE program.