



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE:	Preschool Associate Teacher
F.L.S.A	Non-exempt
REPORTS TO:	Lead Preschool Teacher, Early Childhood Principal

MAJOR POLICY RESPONSIBILITY:

The preschool associate teacher is responsible for supporting the lead preschool teacher in providing a developmentally appropriate educational environment. Major responsibilities include appropriate interactions with children and communication with parents.

QUALIFICATIONS:

- Must be 18 years of age and possess a high school diploma or equivalent. CDA certification or Associates Degree in Early Childhood or related field is preferred.
- Skilled in written and verbal communication.
- Willingness and ability to be educated regarding developmentally appropriate practices with children.
- Continued education and/or professional development as required by program policy and accreditation criteria
- Ability to lift 50 pounds to waist level on a regular basis.

ESSENTIAL JOB FUNCTIONS:

1. Provide a friendly and safe environment that encourages exploration and meets the emotional, physical, intellectual, and social needs of both the individual and the group.
2. Interact appropriately with the students and to encourage their involvement in activities.
3. Create, with the support of the lead preschool teacher, daily lesson plans based on curriculum.
4. Establish and maintain good written and verbal communication with parents on a daily basis as necessary.
5. Observe, record, and report significant individual and group behavior. Report other classroom needs to appropriate individuals.
6. Use developmentally appropriate practices and conflict resolution strategies.

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7. Maintain all paperwork, records, and files as required.
8. Be responsible for following through with all instruction from supervisor(s).
9. Prepare materials and paperwork as required by program needs.
10. Ensure compliance with Accreditation Criteria.

OTHER JOB FUNCTIONS:

11. Inform the lead preschool teacher of program or individual needs.
12. Work overtime as directed by supervisor.
13. Attend meetings as requested.
14. Adhere to all school district and program policies.
15. Perform other duties as required.