

**RSU No. 5 Durham ~ Freeport ~ Pownal**  
**Community Programs PreSchool Teacher Job Description**  
**Laugh and Learn**

**Qualifications:**

- Minimum education of an Associate's degree or Child Development Associate credential required.
- Experience in childcare or preschool preferred.
- CPR/First Aid Certification.
- Knowledge of the Maine Early Childhood Development and Educational Standards.

**Reports to:**

Childcare Coordinator ("Coordinator")

**Job Goal:**

Provide a high-quality curriculum and learning environment for early childhood learners. Create and implement well-rounded lesson plans designed to teach early childhood developmental skills while meeting the Maine Early Learning and Development Standards.

**Performance Responsibilities:**

Preschool Teacher

- Develop and implement age appropriate lesson plans and activities.
- Create a safe and engaging learning environment.
- Use acceptable and approved responsive classroom practices.
- Work collaboratively and cooperatively with other teachers to provide a fluid theme and curriculum.
- Complete assessments of children twice each year.
- Work with outside agencies to provide the best environment for struggling students and those with disabilities.
- Strive to provide structured, developmentally appropriate literacy and math concepts.
- Basic computer skills and ability to interact through email, shared files, and ability to learn and use a student database system.

Parent Relations

- Create a welcoming environment for parent communication.
- Create newsletters and calendars outlining learning and events.
- Communicate goals, struggles, and development of child with parents.
- Attend annual Laugh and Learn open house.
- Provide two parent/teacher conferences a year.

Facility Maintenance

- Assure a clean, safe, well-organized learning environment.

Professional Development

- Attend and complete professional development opportunities provided by Coordinator.
- Register with Maine Roads to Quality Registry for training and education tracking.
- Required annual professional development hours.

**Essential Functions:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**Legal and Ethical Duties:**

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and federal laws and regulations.

**Terms of Employment:**

This position includes up to 185 working days per year. Laugh and Learn Classification benefits.

**Note:**

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_