



Preschool Teacher Job Description

Lead Teachers are responsible for providing a high-quality learning environment for the children in their care. The experiences offered must be developmentally appropriate and aligned with the Reggio Emilia philosophy.

During the introductory period, the employee's supervisor will explain job responsibilities and expected performance standards. From time to time, the employee may be asked to work on special projects or assist with other tasks that are necessary or important to the operation of KLA Academy. Cooperation and support in completing these additional responsibilities are expected and appreciated.

Preschool Lead Teacher Requirements:

- Bachelor's degree in Education (required)
- Experience in a preschool classroom
- Strong communication skills and a friendly, nurturing attitude
- Fluency in English (required)
- Excellent organizational and time management skills
- Positive team player; resourceful and proactive
- Flexible and creative
- Strong technology skills, including experience with email, photo editing, iMovie, Mac, and Microsoft Office (Word and PowerPoint), as well as the ability to integrate technology into the instructional program
- Familiarity with the Reggio Emilia philosophy is a plus
- Background check required
- Valid U.S. work permit
- DCF training required

Key Responsibilities:

- Develop and implement age-appropriate curriculum
- Support the social and emotional growth of all students
- Maintain a safe, clean, and organized classroom that reflects and supports both independent and group learning
- Manage student behavior to ensure a safe and positive learning environment
- Assess student progress through observation and documentation, maintaining ongoing and open communication with students, parents, and administration
- Write personalized narratives, complete progress reports throughout the year, and hold conferences to effectively communicate student progress
- Foster a cooperative educational environment by keeping parents informed and involved



- Establish positive and professional relationships with students, parents, and colleagues
- Demonstrate respect for diversity and incorporate cultural values and beliefs into the classroom community
- Attend and participate in ongoing professional development, logistics meetings, parent meetings, school events, grade-level meetings, and other aspects of school life
- Support teacher assistants and/or new co-teachers (as needed) in developing these skills to maintain an effective and optimal learning environment