

FAIRMONT PRESCHOOL
JOB DESCRIPTION
3-Day Preschool Teacher

A Candidate for the position of “3-Day Preschool Teacher” is required to have the following:

- A degree in either Early Childhood or Elementary Education
- A clean FBI and BCI background check
- The ability and willingness to collaborate with other teachers and staff

Duties of the “3-Day Preschool Teacher”:

- Work Monday, Wednesday and Friday from at least 8 a.m. until 12:30 pm and will clock in and out.
- Create lesson plans with objectives, utilizing the curriculum provided to you. The Director will look at these plans from time to time.
- Set up an appropriate classroom environment that is warm and welcoming to children and parents, keeping in mind the safety guidelines outlined by the State of Ohio.
- Write a monthly newsletter to inform parents of current objectives and upcoming events.
- Hold parent teacher conferences in October and March
- Meet regularly with the Preschool Director to review lesson plans and discuss any concerns or upcoming events.
- Be responsible for telling Director in plenty of time when supplies for the classroom are needed.
- Dress professionally yet comfortably and make sure to always wear closed toed, low/no heel shoes. You must be able to move easily and sometimes quickly when working with preschoolers.