FAIRMONT PRESCHOOL

JOB DESCRIPTION

3- 4 Day Preschool Teacher

A Candidate for the position of 3 Year Old Preschool Teacher is required to have the following:

* A degree in either Early Childhood or Elementary Education
* Before receiving an offer of employment, candidates must successfully complete a criminal background investigation.
* The ability and willingness to collaborate with other teachers and staff

Duties of the “3-Day Preschool Teacher”:

* Work Monday, Wednesday and Friday (With the option of also teaching on Tuesdays.) 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.