FAIRMONT PRESCHOOL

JOB DESCRIPTION

**3-YEAR-OLD TEACHER**

Duties of a Teacher at Fairmont Preschool are guided by the following considerations:

1. The school is operated under the auspices of Fairmont Presbyterian church and is, therefore, a non-profit organization of the church.
2. The school is licensed by the Ohio Department of Jobs and Family Services and must maintain compliance with specified rules set forth by the State of Ohio Administrative Code.
3. The school is in session for 180 days, Monday-Wednesday-Friday beginning in August and concluding in May. The Preschool Director determines the school calendar.
4. The school is in Session M-W-F for 3-and 4-year-olds. There is also an optional 4th day for 4-year-olds on Tuesdays.
5. The school staff must be prepared for their classes by 8:15 a.m.
6. The Teacher shall:
7. Be available for 5 working days prior to the start of school for preparation.
8. Participate in required training as scheduled by the Director.
9. Be familiar with the program, staff, facilities and licensing requirements as they pertain to his/her job.
10. Work on curriculum with the Director/Lead Teacher
11. Assist with cleaning and maintaining of classroom, materials and toys.
12. Maintain daily attendance records
13. Maintain weekly student reports (Brief statements regarding behavior, learning etc.)
14. Arrives no later than 8:10 a.m. and departs no earlier than 12:30 pm
15. Follows discipline procedure as set forth by the Director.
16. Participates in conferences with the parents 2 times/year. Once in fall and once in spring.
17. 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.
18. Write a monthly newsletter to inform parents of current objectives and upcoming events.
19. Be responsible for telling Director in plenty of time when supplies for the classroom are needed.
20. 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.