

TOWN OF HAMDEN
Preschool Teacher

Non-Classified/Non-Competitive
Department: Youth Services

Non-Bargaining Unit
Full-Time 40 hours

Position Overview: The Preschool teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with Hamden Youth Services, NAEYC standards and Connecticut Curriculum and Assessment framework. The Preschool teacher will work under the direction of the Preschool Lead Teacher and maintain oversight responsibility for all classroom activities in the absence of the Preschool Lead Teacher. The Preschool teacher will support the development of a child centered curriculum that is open-ended, process oriented and inclusive.

Supervision Received: The Preschool Teacher reports directly to the Preschool Lead Teacher

Supervision Exercised: Will provide supervision to classroom Assistant Teacher

Essential Job Responsibilities:

1. Curriculum Planning and Implementation

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Participate in meetings with Preschool Lead Teacher and Assistant teacher to review lesson plans, individual student goals and review best practice teaching strategies.
- Participate in individual and small group instruction designed to support healthy development of children.
- Ensure equipment and the facilities are clean, well maintained and safe.
- Establish policies and procedures including acceptable disciplinary policies.
- Be familiar with the proper emergency and evacuation procedures.
- Completion of all required documentation should be done accurately and timely.

2. Assessment

- Under the direction of the Preschool Lead Teacher, participate in the process of observation, completing necessary documentation.
- Assist in the establishment of goals for each child and maintain an awareness of the expectations, needs, and goals for each child.
- Support the Preschool Lead Teacher's efforts to develop a curriculum and design learning experiences that intentionally meet children's current level of functioning and goals.

Knowledge, Skills and Abilities:

1. Home-School Connection

- Establish and Maintain positive and productive relationships with families.

- Work in collaboration with the Preschool Lead Teacher regarding communications with families to ensure consistency, regular communication, and addressing family members concerns in a timely manner.
- Relate assessment information to parents and offer support for dealing with children at different stages.
- Interpret school program to parents in order to strengthen families' understanding of the individual children's needs and the teaching/learning approach of the program.
- Work closely with the Preschool Lead Teacher, Family Outreach Coordinator, Program Director, ECCP staff and other professionals to support and meet the needs of each family.

2. Classroom Management

- Maintain a safe and healthy environment at all times. Keep all equipment and supplies in good condition.
- Complete and submit required forms and records in a timely and accurate fashion as requested by the Preschool Lead Teacher, e.g. attendance, lunch/snack count, observations.

3. Maintain a commitment to professionalism

- Maintain professional competence through in-service education and other professional growth opportunities
- Promotes the philosophy and educational objectives established by NAEYC
- Must attend and complete 18 hours continuing education each year
- Actively participate in staff meetings, workshops, and coaching provided in conjunction with the State's Preschool Development Grant
- Diligently adheres to the Town of Hamden Youth Services Early Care and Educational Center's Staff Handbook Guidelines.

Minimum Qualifications Required:

- Eligible individuals must hold (I) certification pursuant to section 10-145b with an endorsement in early childhood education or early childhood special education, or (II) a bachelor's degree with a concentration in early childhood education, child study, child development or human growth and development, from an institution of higher education (1) accredited by the Board of Regents for Higher Education or State Board of Education, and (2) regionally accredited, provided such bachelor's degree program is approved by the Board of Regents for Higher Education and the Department of Education.
- Knowledge of the State of Connecticut Early Learning and Development Standards, the Connecticut Curriculum and Assessment Frameworks, NAEYC standards, policies and procedures.
- Knowledge and experience in the philosophy and practice of early childhood education, developmentally appropriate practice, emergent literacy and social emotional development

License or certificate: A valid, current Connecticut Driver's License and CPR Certification is required.

Physical, mental exertion/environmental conditions:

Candidate must be able to work under stress from demanding deadlines and changing priorities and

conditions. There is constant interaction with children, families and staff members, requiring the individual to remain calm under stressful conditions. Candidate must have the physical ability to remain on feet for extended periods of time. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Candidate must be able to lift up to 50 lbs. of supplies and equipment.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is funded through grants and fees, and a lack of funding or enrollment may result in the elimination of this position. This position is not part of the Classified Civil Service System of the Town of Hamden; however, the successful candidate will be employed in accordance with accepted principles of Public Employee employment.

May 2015