
Position Information: MORROW CO. PRESCHOOL TEACHER

Position Information:

Supervised by: Education Manager

Supervises: Does not supervise others

Salary: Coordinator III

Classification: Non-Exempt

Terms of Employment: Seasonal

Job Goal:

To work cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the preschool program in order to meet the cognitive, emotional, social, and physical needs of children and families.

Essential Teacher Responsibilities:

- Prepare, implement, and evaluate daily classroom activities
- Ensure that children are taught and supervised in a consistent manner
- Ensure all children are within sight and sound at all times
- Establish an environment which will stimulate a desire for learning, independence and self-esteem for both parents and children, both indoor and outdoor
- Develop daily plans and individual activity plans one week in advance and document in the Daily Plan Book
- With team members and parents, plan and inform all appropriate people of field trip and other activities
- Be able to handle emergency situations as designated by program policies and procedures
- Provide for children's daily needs and routines with input from parents
- Ensure all children are signed in and out by the parent daily utilizing the Attendance form and the Sign In and Out Forms
- Maintain a safe and healthy environment.
 - Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties such as: sterilization of toys, sweeping and mopping of floors in bathroom and classrooms, cleaning and sterilizing of toilet and sinks
- Assist in planning and involving parents and children in the preparation of nutritious foods and cleanup at meal time
- Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting
- Provide appropriate care for children with disabilities
- Encourage parents to attend monthly Center Day
- When required attend Center Day activities, contributing relevant Education component information
- Conduct Parent/Staff Conferences, applicable screenings, assessments, and observations, and regularly implement monthly individual child goal tracking
- Maintain positive communication with parents
- Maintain recordkeeping requirements

Essential Co-Teacher Responsibilities:

- Assist the Co-Teacher in preparing, implementing, and evaluating daily classroom activities

- Take responsibility for the children when the Co-Teacher is not present
- Share the responsibility of providing appropriate care for children with disabilities
- Provide input to Co-Teacher for Parent/Staff Conferences, Comprehensive Staffing and Monthly Individual Child Goal Tracking
- Utilize the teacher, other staff, and resource library for technical assistance

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*
- *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- Early Childhood Education Certificate or Child Development Associate Certificate required. Associates degree in ECE or related field preferred

Experience and Skills Requirements:

- One year experience in a preschool related program
- Current First Aid, CPR, and Food Handler's card
- Enroll in the Oregon Registry Online (ORO) to receive a Step Certificate
- Adequate means of transportation
- Head Start experience (preferred)
- Community service experience (preferred)
- Multi-cultural experience (preferred)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Lift children up to 50 pounds from the floor to waist high ten to fifteen times a day

- Frequently crouch to a child’s height and maintain eye contact at a child’s level; stand tall enough to reach children on play equipment; stand or sit for long periods of time; walk up and down stairs; walk or run quickly; walk over rough or uneven ground.
- Frequently bend and kneel.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Set up a classroom which requires moving of tables, chairs, shelves etc.
- Kneel or sit on the floor or in child sized furniture.
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper, and mop.
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

- Requires working indoors in environmentally controlled conditions, as well as in an outdoor learning environment (exposure to weather)
- Requires exposure to cleaning fluids and sanitizing agents.
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division’s Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer