



## Aberdeen Catholic School System

### Roncalli SonShine Patch Preschool Teacher 005.32

005.32

#### Roncalli SonShine Patch Preschool Teacher

Qualifications: Bachelor of Science degree in Education/Early Childhood, or equivalent degree

Accountability: Director and Principal of Roncalli Primary School

#### Summary of Position:

- Help plan and implement a developmentally appropriate preschool program for up to 20 children, ages 4 and 5.

#### Essential Duties and Responsibilities:

- Model professional behavior
- Supervise classroom, lunchroom and playground
- Plan and implement developmentally appropriate daily and monthly lesson plans in a timely manner.
- Observe staff/child interaction, and provide staff with input regarding age-appropriate activities, expectations and developmental stages.
- Maintain classroom conditions and practices conducive to the safety and emotional and physical health of the children.
- Communicate the children's progress and needs to parents and the Director.
- Meet licensing and state training requirements
- Must arrive on time and be reliable in attendance.
- Must be flexible with schedules and assignments
- Must be able to remain calm in tense situations
- Responsible to help with the purchase of supplies and materials.
- Assist in maintaining the preschool website.

#### Children's Needs:

- Children are the main priority. Conversations with other adults do not take precedent over the needs of the children.
- Responsible to be continuously aware of the activities of the children and be prepared to intervene when necessary.
- Responsible for providing a loving environment that promotes positive social, emotional, cognitive, physical, and spiritual development of each child.
- Must be able to set up snack, including juice and food items.
- Must be able to use age appropriate rules and language.

- Must serve as a positive role model for children, co-workers, and families.

### **Discipline Procedures:**

- Maintains discipline by setting limits calmly, carefully, and consistently for all children.
- Helps the child learn by allowing him/her to make decisions within the necessary limits.
- Communicate the rules for the child in a positive, acceptable manner.
- Responsible to redirect inappropriate behavior through the use of positive reinforcement, redirection, time-out, and removal from the room.

### **Supervisory/Staff Responsibilities:**

- Responsible to supervise 1-3 employees during the school day and/or afterschool.
- Responsible to report to the director any concerns about children, families, and co-workers.
- Must be able to establish and maintain relationships of trust and cooperation with co-workers.
- Must be willing to share resources and information pertinent to the care of children with co-workers.
- Must be willing to support co-workers in meeting their professional needs and in their professional development.

### **Safety and Sanitation:**

- Must follow established guidelines for sanitation procedures.
- Responsible for maintaining a safe and healthy environment for the children. This includes helping keep the Sunshine Patch rooms clean.
- Must report all accidents immediately.

### **Family Contact:**

- Must be able to develop relationships of mutual trust with the families we serve.
- Must greet warmly and with a smile, all family members.
- Responsible to respect the dignity of each family and their culture, customs, and beliefs.
- Must show friendliness and flexibility in dealing with family members.
- Must be willing to work with the family in addressing concerns with and about the children. Seeks input from the director and co-workers.
- Must maintain confidentiality and shall respect the families' rights to privacy, refraining from disclosure of confidential information.

### **Inservice and Training:**

- Responsible to become familiar with the knowledge base of children, ages 3-8 through ongoing education classes and in-service training.
- Responsible to become CPR certified as set by licensing standards.
- Responsible to attend at least 20 hours of in-service training on a yearly basis.

**Child Abuse/Neglect:**

- Staff who are placed under investigation for child abuse/neglect will be temporarily suspended without pay until the investigation has been completed. Upon completion of the investigation and if charges are substantiated, the staff/student will be discharged immediately. If charges are not substantiated, the staff/student may return to work upon evaluation of each case by the director of the Sunshine Patch and President of Aberdeen Catholic School System.

Updated: March 2017