



JOB ANNOUNCEMENT

Job Title: Expanded Pre-K Teacher
Reports to: Manager of Early Childhood
Work Hours: 7 hours per day

Hours: 8:00 a.m. – 3:30 p.m.
Job Grade: Grade 6

Job Summary

Under the supervision of the Manager of Early Childhood the EPK Pre-K (P-3) Teacher is responsible for the management of the Expanded Pre-K program, in accordance with the NYS Education Department Preschool guidelines, and the NYS Day Care Center (OCFS) regulations. Works as part of an instructional team along with teacher assistant(s) and related services personnel in the providing and implementation of high quality, responsive early childhood program which meets the needs of groups and individual children in a community based pre-kindergarten.

Essential Job Functions

- Plan and implement daily program and activities that are developmentally appropriate for the children enrolled while creating and maintaining a stimulating and safe learning environment.
- Collaborate with the Teaching Assistant(s) to perform all required daily tasks which include maintaining the appearance, cleanliness and safety of the classroom on a consistent basis.
- Evaluate performance of children in the program in all areas of development through the use of formal and informal assessment tools.
- Maintain files on individual children to include registration data, developmental progress, testing information, parent correspondence, documented behavior problems, and any other pertinent information for each child.
- Maintain all reports required by the RCSD and the agency, including formal assessments, daily attendance, and daily health checks.
- Maintain consistent communication with parents through newsletters, phone calls, parent-teacher conferences, and home visits.
- Facilitate the delivery of early childhood programs which have a commitment to active involvement of families and the local community including the coordination and implementation of parental engagement activities.
- Supervise the program assistant(s) in daily job duties and meet weekly to facilitate program planning.
- Request equipment, curriculum materials and supplies for classroom use and maintain inventory of such.
- Regularly attend all in-service trainings and meetings

Physical/Mental Requirements and Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. This job requires frequent bending/stooping and occasional to frequent squatting/crouching. Reaching above the shoulder, and pushing and pulling. There is occasional lifting up to 25 pounds to assist the lifting of chairs, classroom equipment and supplies. S/he must have the dexterity to operate keyboards, computers, copy machines, and other office/instructional machines. S/he must be able to supervise students in the classroom and outside. The Pre-K Teacher must be able to get around the classroom and assist students with normal activities and must be able to communicate with students and parents

Knowledge, Skills and Abilities

- Ability to work in ways which ensure the health, safety and well being of children
- Ability to maintain a respectful, nurturing and positive demeanor with children in order to stimulate and encourage the learning process
- Ability to interact in a professional manner with staff, parents and vendors.
- Basic communication skills to exchange information give/receive simple instructions and respond to inquiries, including the completion of forms.
- Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting single entry items.
- Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.
- Knowledge: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instructional material.
- Ability to use common office machines photocopiers, laminator, and exhibit competence with computer applications such as MS Word and Excel.

Qualifications:

Position requires a Master Degree in Teaching and a Teacher Certification in Nursery-6th grade, PreK-6th grade or 0-2nd grade. Prior teaching experience preferred. Must be cleared through OCFS and the NYS Justice Center.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGR's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by CPGR.

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