

## Title

Pre-K Teacher  
Updated: 1/9/17

## Job Overview

The purpose of Family Connections Pre K is to develop and nurture each child's social, emotional, physical, and cognitive skills necessary for Kindergarten readiness. Additionally, our goal is to work closely with parents to enhance their involvement in their child's educational development.

## Essential Duties and Responsibilities

- Develop, implement and supervise the weekly activity plan for children based on child centered curriculum to promote kindergarten readiness for children.
- Shares responsibilities with lead teacher to lead activities that include but are not limited to art, music, movement and dance, math, stories, books, and physical games according to children's developmental abilities.
- Promotes the development of self-concept through the use of positive reinforcement using verbal feedback. Encourages mastery of skills and ensures environment helps the child to feel important and develop a positive self-image, self-esteem.
- Work with team including Pre-K teachers, Education Director, mental health therapist, mental health interns, and volunteers to provide a safe environment for children both onsite and offsite.
- Check children daily for any unusual physical irregularities, report them to lead teacher and confirm with parents.
- Maintain the cleanliness and organization of all classroom areas.
- Create attractive and educational classroom displays; assisting to change out display items frequently.
- Must interact with children in a warm and positive manner to develop trust and rapport.
- Assist staff in creating a warm, nurturing, and respectful atmosphere for the children to be encouraged to learn and grow.
- Maintain visual and auditory supervision of children at all times to ensure their safety in the classroom, on the playground, and on field trips.
- Assist staff with setup /clean up before/after each semester starts/end.
- Must participate in conducting parent/teacher conferences twice a year, Pre-K Parent Orientation and graduation ceremony.
- Greets parents or guardian cordially and professionally. Exchanges accurate information concerning the child's needs and the child's day including any accidents or illnesses with the parents; refers parents needing community, social or health services to the Education Director for assistance.
- Evaluate, document, and observe students' progress and create student portfolios.
- Completes a Developmental Profile (DRDP-R) within 60 days of a child entering the center and at 6 month intervals to record a summary of each child's physical, cognitive, social and emotional development using both staff and parents observations.
- Consult with lead teacher, therapist or director before reporting child abuse, accident reports and child development issues.
- Meet once a week with lead teacher and Pre-K staff to discuss curriculum, children, issues, etc.



- Participate in the implementation of team and agency meetings, staff in-service trainings, outside related trainings and meetings, ECE and supervisory courses and workshops for professional growth.
- Assist community partners with set up when they are in classroom to provide a service to the children and must be active participant along with children during workshop activity such as Performing Arts Workshop, Tree Frog Trek, etc.
- Implement Tandem story cycles program with children and families and assist children with their weekly selection of books to take home.

### **Qualifications**

- BA in Early Childhood Education/Child Development or related degree preferred.
- Minimum of an administrative certification in ECE, a Child Development Site Supervisor, or a Program Director permit is required.
- Minimum two year teaching experience.
- Ability to effectively coordinate administrative and supervisory aspects of the operation of the preschool.
- Current First Aid and CPR Certification Preferred.
- LiveScan clearance and physical health/ TB clearance required.
- Stellar communication and interpersonal skills including experience working in diverse communities of staff and participants

### **Agency Overview**

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. Please visit us on the web at [www.portolaafc.org](http://www.portolaafc.org).

### **Physical I Requirements**

Teaching:

- involves walking, stooping, bending, kneeling, reaching and interacting with children
- occasional walking required when leading children from Family Connections Center to trips to community parks and other field trips.
- involves setting up a classroom, including moving, pushing, pulling, lifting, manipulating, and dragging objects up to 25 lbs. May rarely be required to pick up child in emergency situation.

### **Compensation and Application Process**

- \$20-22.50/hour, depending on experience
- Full-time, nonexempt position, with full health benefits including chiropractor and acupuncture
- To apply, email your cover letter (required) and resume to: [jobs@portolaafc.org](mailto:jobs@portolaafc.org). Please, absolutely no inquiring phone calls!

*Family Connections is an Equal Opportunity Employer.*

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.