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## Job Description

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**JOB TITLE:** Pre-K Teacher  
**DEPARTMENT:** Youth & Children's Services  
**SUPERVISOR:** Pre-K Assoc. Director

The mission of Unified Vailsburg Services Organization is to provide a stable and compassionate community to the children and families in the West Ward of Newark.

Our Pre-K Teachers must be committed to providing every 3 and 4 year old child enrolled, regardless of individual needs, with a high-quality educational experience.

### PRIMARY RESPONSIBILITIES

- Plans a program of study that meets the individual needs, interest and abilities of children.
- Use required tools and software to evaluate child's progress on a regular basis, prepare progress reports, communicate with parents and conduct remote learning as required.
- Instructs children in proper care and use of equipment and materials.
- Develops and maintains professional competence through participation in staff development activities provided by NPS and UVSO.
- Identifies child's needs and cooperates with other professional staff members in assessing and helping children solve health, behavior and learning problems.
- Communicates with parents on their child's individual progress and development.
- Ensures the teacher assistant is included in the planning sessions for the classroom.
- Integrate daily educational aspects of health, nutrition, and safety.
- Plan for routines and transitions so that they occur in a timely, predictable and unrushed manner according to each child's need.
- Use a variety of strategies to promote and support children's learning based on daily formal and informal observations and on-going assessments of each child.
- Communicate with children by using effective questioning, listening carefully to children, and speaking to children at eye level at all times.
- Ensure playground safety by planning for outdoor time to meet the needs of all children including those with special needs and that all children are adequately supervised.
- Develop positive working relationships with all staff.
- Conduct daily sanitation of classroom, in class restrooms, and learning materials as required to ensure the health and safety of all. Sanitation of classroom will require the use of broom, mop, carpet sweeper, cleaning solutions and sanitizing agents.

### ADDITIONAL RESPONSIBILITIES

- Accident reports filled out within 24 hours of occurrence.
- Attend Open House, Teacher/Parent Conferences, and In-Service meetings.
- Punch time card in and out daily.
- Attend all children field trips.

## **KEY QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university
- NJ Department of Education Standard P-3 Certificate, CE or CEAS
- At least 1 year experience working in a preschool environment.
- Above average computer skills, organizational skills, time management skills, exceptional reading and writing skills, decision making skills, team building skills, problem solving skills.

## **PHYSICAL REQUIREMENTS**

The activities of a Pre-K teacher require lifting of children and equipment, standing for long periods of time.

May also include:

- Time sitting on the floor or child size furniture.
- Walks throughout the community with children.
- Involved in music and motion activities.
- Contact with sick children requiring precautions to ensure the health and safety of all.