



# Mom's House®

*Celebrating life and empowering parents through education and child care.*

770 Harry L. Drive • Johnson City, New York 13790 • (607) 644-9972 • [www.momshouseny.org](http://www.momshouseny.org)

JOB TITLE:                    Preschool Teacher  
REPORTS TO:                 Program Director  
CLASSIFICATION:           Hourly paid position

## JOB SUMMARY:

Development of age-appropriate program. Activities include developing skills in speech, motor, cognitive science, math, social and emotional skills. The character-building program must be evident in program with emphasis on books and activities related to character of the month. Responsible for following Mom's House policies, as well as NYS Daycare Regulations. Develop a professional and cooperative rapport with parents and staff.

## ESSENTIAL FUNCTIONS:

- **Record keeping**  
Attendance  
Daily sheet  
Observations (daily/weekly) – Assess child development, providing necessary steps to improve areas of weaknesses
- **Classroom**  
Weekly lesson plan (posted for parent to see) – Provide and implement daily curriculum to cultivate all areas of child development. Communicate/instruct daily plan clearly with assistant teacher. Exercise assistant teacher in leadership role for development and preparation. Create a calm, loving, nurturing and learning environment.  
Implement character building  
Develop skills in math, science, literacy, music, large/small motor movement, creative expression
- **Classroom Management**  
Health and safety practices  
Post classroom routine  
Fire drill
- **Provide parents with child's developmental progress** – Address concerns/praises to parent
- **Professional interaction with parents, students, and staff**
- **Monthly newsletter article**
- **Staff meetings**
- **In-service training**
- **First aid/CPR training and attend 30 hours of training every 2 years (must have 15 hours of training within 6 months of new employment).**

## REQUIREMENTS/QUALIFICATIONS:

- AS in Early Childhood, Child Development or related field, or CDA or other recognized credential specific to the preschool, and 1 year experience OR 9 college credit hour in Early Childhood Child Development or related field with a plan to receive CDA or AS in Early Childhood, Child Development or related field and 2 years' experience.
- Must read and be familiar with NYS Daycare Regulations
- Must be able to lift 40 pounds

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I, \_\_\_\_\_, have read and understand the above job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Build a Life... Together*