



Job Description

| | |
|----------------------|--|
| Job Title: | Pre-Kindergarten Teacher |
| Salary Range: | \$19.40 per hour up to \$30.33 per hour, based on experience and qualification |
| FLSA Status: | Non- Exempt |
| Work Year: | August 5, 2024 - May 30, 2025; 185 days per year |
| Location: | Jefferson Academy Elementary: |
| Supervisor: | Childcare Program Director, Kevin Mesch [and/or Elementary Principal, Brendon Feddema] |

Summary:

Also known as an Early Childhood Teacher, the Pre-Kindergarten Teacher will be assigned responsibility for a classroom of preschool-aged children, four (4) years up to five (5) years of age in a classroom setting.

Job Responsibilities:

1. Plan and implement developmentally appropriate curriculum and activities for pre-kindergarten children.
2. Foster a positive and inclusive learning environment that promotes social-emotional, cognitive, and physical development.
3. Observe and assess children's progress, adjusting teaching strategies as needed.
4. Establish and maintain open communication with parents and guardians regarding child development and classroom activities.
5. Ensure compliance with the Colorado Department of Early Childhood's Child Care Licensing Rules and Regulations, including maintaining required position qualification credentials, ongoing professional development training.
6. Collaborate with other staff members to create a supportive and engaging educational experience for children.
7. Due to the nature of a Pre-Kindergarten classroom environment, other duties as assigned by the Program Director.

Job Requirements:

[Lead Teacher Qualification Verification Sheet](#)

1. Minimum of 18 years of age.
2. Meet one of the following qualifications:
 - Bachelor's, Master's, or Doctorate degree in related fields of study, or;
 - Bachelor's, Master's, or Doctorate degree in a non-related field of study, plus additional coursework in Early Childhood Education, or;
 - Associate's degree in Early Childhood Education or Child Development with specified coursework, or;
 - Current professional teaching license in relevant areas, or;
 - Early Childhood Professional Credential Level II or higher, or;
 - Child Development Associate (CDA) in Center-Based, Preschool, or other approved credential, and;
 - Verified experience in child care, based on level of qualification.
3. Maintain good mental, physical, and emotional health.
4. Demonstrate knowledgeable decision-making, judgment, and concern for children's well-being.
5. Complete required training as required by the Colorado Department of Early Childhood.
6. Ensure compliance with health and safety regulations, including immunization requirements.
7. Participate in ongoing professional development, with some focus on social-emotional development.

8. Adhere to center policies and procedures, and stay informed about licensing rules.

Classroom Environment:

Our Pre-Kindergarten classrooms are designed to create a positive and engaging learning space that fosters the social, emotional, and cognitive development of young learners.

Professional Development Opportunities:

As a part of our commitment to continuous improvement, staff members have access to ongoing professional development opportunities. This includes training sessions, workshops, and conferences to enhance teaching skills and stay updated on best practices in early childhood education. Additionally, all required professional development trainings will be paid based on hourly wage.

Personal Qualities and Skills:

We are seeking individuals with a passion for early childhood education, strong communication skills, creativity, and a commitment to creating a nurturing learning environment for our youngest learners.

Physical Demands:

The position involves standing for extended periods, lifting and carrying materials, and participating in physical activities with children. [Add more detail as needed].

Equal Opportunity Employer Statement:

Equal employment opportunity shall be provided to all employees and applicants. Jefferson Academy shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, gender identity, transgender status, race, color, religion, creed, national origin, ancestry, political affiliation, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, actual or perceived sexual orientation, or any other class protected by law.

Signature: _____ Date: _____

Printed Name: _____