



Silver Lining Child Care Center
3051 Browns Valley Road
Napa, CA 94558
(707) 226-KIDS

www.silverliningpreschool.com

PRESCHOOL TEACHER

Definition:

Under the direction of the Preschool Supervisor and/or the Facility Supervisor, assists in the planning and implementation of the Early Childhood Education program. A teachers' primary job will be to encourage social, emotional and intellectual development, as well as to provide a safe and nurturing environment for the children enrolled in the program.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Provide supervision and guidance to function as a teacher and role model for new teachers and or teacher assistants.
2. Responsible for planning the curriculum, organizing and managing the classroom environment designed to promote the physical, cognitive, emotional, creative and social skills of enrolled children.
3. Provide information to co-teachers, as well as to parents regarding specific activities in the classroom, including techniques of working with children; participate in the instructional program, and parent conferences and general parent education.
4. Work with small and large groups of children in a variety of age-appropriate, developmental activities such as creative experiences, mathematics, perceptual motor skills, science, language, environment awareness and social studies, both in the indoor and outdoor environment according to the planned schedule.
5. Develop goals for individual children in addition to pre- and post-evaluations; must be attentive, flexible and supportive of children and their families by demonstrating good communication skills in dealing with parents.
6. Continuous interaction with the children; respect and observe children's interests and intervene when needed to maintain a healthy classroom atmosphere.
7. Prepare instructional materials; maintain a variety of classroom records that meet all licensing requirements.
8. Attend staff meetings and engage in continuing ongoing professional development activities.
9. Perform related duties as assigned which may include opening/closing the school, monitoring standards such as safety, health and cleanliness of the school and its environment.
10. Maintain first aid and CPR status as required by licensing.
11. Conduct and participate in events involving parents, i.e. school fund raisers.

12. Conduct on-going assessments and evaluations of children (anecdotal, monthly and semester summary).
13. Performs other related duties as required.

Knowledge and Abilities:

- Work confidentially with discretion;
- Current concepts and practices used in early childhood education;
- Instructional methods and techniques;
- Methods of observing, evaluating and recording child behaviors and to adopt an effective course of action;
- General needs and behavior of children of various ethnic, racial and cultural backgrounds;
- Safety precautions and procedures for all of the children's programs and activities;
- Oral and written communication skills;
- Interpersonal skills with an emphasis on tact, patience and courtesy.

Training and Experience:

Any combination equivalent to a Child Development Center's licensing requirements (minimum of 12 ECE units) or an AA/BA degree in child development, plus two years current experience in a developmentally appropriate program.

Licenses and Certificates:

Must possess a valid California driver's license.

Special Requirements

First Aid and CPR certified, and fingerprinting.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may be required.
- Perform lifting, pushing and/or pulling (not to exceed 50 pounds) as required.
- Is subject to inside and outside environmental conditions.
- Required to stand for prolonged periods.

Application Procedure:

Candidates must complete a Silver Lining Preschool job application and may also include any other materials, such as a resume or transcripts.

Applications should be submitted to:

Silver Lining Preschool, 3051 Browns Valley Rd., Napa, CA 94558

REFERENCES - LIST THREE (3) PERSONS WHO HAVE A PROFESSIONAL KNOWLEDGE OF YOUR TRAINING & EXPERIENCE:

NAME	OFFICIAL POSITION	PRESENT ADDRESS

PLEASE COMPLETE THE FOLLOWING IN YOUR OWN HANDWRITING: (USE BACK OF APPLICATION OR ATTACH ADDITIONAL SHEETS IF NECESSARY)

BRIEFLY DESCRIBE SIGNIFICANT EXPERIENCES WHILE WORKING WITH PRESCHOOL STUDENTS:

WHY ARE YOU INTERESTED IN TEACHING AT SILVER LINING PRESCHOOL?

HAVE YOU PREVIOUSLY APPLIED FOR A POSITION AT SILVER LINING? YES NO IF YES, WHEN?

BRIEFLY DESCRIBE HOBBIES, SKILLS OR OTHER INTERESTS WHICH WILL HELP YOU TO BE A BETTER TEACHER:

PLEASE ADD ANY OTHER INFORMATION OR COMMENTS WHICH YOU FEEL WILL ASSIST US IN EVALUATING YOUR APPLICATION?

SILVER LINING PRESCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER. SILVER LINING PRESCHOOL DOES NOT DISCRIMINATE IN THE EMPLOYMENT OF PERSONNEL ON THE BASIS OF SEX, RACE, NATIONAL ORIGIN, COLOR, RELIGION, AGE, OR PHYSICAL HANDICAP.

I HEREBY CERTIFY THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND AUTHORIZE INVESTIGATION OF ALL STATEMENTS HEREIN RECORDED. I REALIZE THAT FALSE INFORMATION CAN RESULT IN TERMINATION. I RELEASE FROM ALL LIABILITY PERSONS AND ORGANIZATIONS REPORTING INFORMATION REQUIRED BY THIS APPLICATION.

SIGNATURE OF APPLICANT

DATE