Preschool Teacher – Position Description

Summary: The preschool teacher works with preschool children who have enrolled in FACE. The Preschool Teacher provides a strong learning environment where preschool children can develop and thrive. The Preschool Teacher provides a model for parents on teaching, motivating, disciplining and communicating with young children. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

Preparation to become a skilled Preschool Teacher:
- Holds a BA or BS degree in early childhood education or elementary education with early childhood endorsement
- Holds current teacher certification in the state where he/she is teaching
- Is knowledgeable about the characteristics of young children
- Is knowledgeable about learners’ culture and language
- Having experience working with adults and families is preferred
- Attends Regional Technical Assistance Days and participates in online professional development opportunities

Duties and responsibilities of a Preschool Teacher:
- Implements the NCFL CIRCLES®: A Culturally Appropriate Preschool Curriculum for American Indian Children in the early childhood classroom; utilizes BIE FACE Preschool Standards.
- Develops, publicizes, and implements a preschool classroom for FACE program participants
  - Maintains up-to-date files on each student; prepares accurate reports, written plans and documents
  - Contributes to required monthly reports, end-of-the-year report, and data collection
  - Completes the Work Sampling System 5th Edition assessment for each student in the fall, winter and spring and administers the Expressive One Word Picture Vocabulary Test (EOWPVT) three times on the same schedule for each child enrolled. Schedules the NEWA online test, Child Progress Academic Assessment (CPAA) for all four-year-old children at least twice, winter and spring, prior to entering kindergarten
  - Arranges for and/or provides screening services for children and referral services as indicated
  - Maintains weekly and daily lesson plans
  - Uses a variety of instructional approaches including active learning, as well as materials and techniques to ensure that children learn to their fullest potential
  - Plans and participates in Parent and Child Together Time (PACT) Time® daily and supports all parent engagement activities

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- Is knowledgeable and shares information with families about community resources and further academic opportunities
- Arranges the classroom for organized and accessible learning; ensures that program materials, equipment, and environment are kept clean, secure and free from clutter and vandalism
- Provides a learning environment that is full of literacy learning opportunities and reflects the language and culture of the families
- Provides a daily routine that is consistent with and includes all the required elements of a FACE program

- Meets weekly with the FACE team to plan and evaluate program services
- Plans and facilitates Parent Time with the FACE team
- Helps facilitate the monthly FACE Family Circle meetings
- Reports to the FACE Coordinator on all matters of importance related to the FACE Program
- Works toward National Association for the Education of Young Children (NAEYC) accreditation for the program
- Attends professional development opportunities to increase job skills
- Meets other requirements as a faculty member of the school

Requirements for Hiring:

- Is a certified teacher in early childhood education; teacher possessing certification in elementary education must have or be in the process of acquiring early childhood endorsement
- Attends FACE Implementation Training and Regional Technical Assistance Training, and participates in required online trainings, conference calls and digital communication
- Is able to travel to and attend required FACE trainings
- Is able to work well as a team member to develop the full potential of all participants and is self-motivated
- Is mature and sensitive, and relates well to both children and adults of diverse socioeconomic and cultural backgrounds
- Treats each child, parent, and co-worker with dignity and respect
- Is highly organized and adaptable to families’ goals and needs
- Obtains and maintains any other required certification, which may include first aid, CPR, food handler’s permit, physical exam, tuberculin skin test, etc.

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