

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
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- 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.