

Preschool Co-teacher – Position Description

Summary: The preschool co-teacher provides support to the Preschool Teacher, assisting in creating a strong learning environment where preschool children can develop and thrive. The Co-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 Co-teacher:

- Must be 18 years of age or older
- Meets the requirements of the *No Child Left Behind* legislation
- Is knowledgeable about learners' culture and language
- Experience working with adults and families is preferred

Duties and responsibilities of a Preschool Co-teacher:

- Leads the classroom in the temporary absence of the Preschool Teacher
- Works as a team player with the guidance of the Preschool Teacher
- Implements the *NCFL CIRCLES: A Culturally Appropriate Preschool Curriculum for American Indian Children* and the FACE Preschool Standards alongside the Preschool Teacher
- Assists the Preschool Teacher with the following responsibilities:
 - Develops, publicizes, and carries out a program of early childhood education 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
 - Assists with completion of the *Work Sampling System 5th Edition* assessment in the fall and spring and the *Expressive One Word Picture Vocabulary Test (EOWPVT)* three times annually for each child participant
 - 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, materials and techniques to ensure that children learn to their fullest potential
 - Supports planning of and participates in Parent and Child Together (PACT) Time[®] as well as all parent engagement activities
 - Is knowledgeable and shares information with families about community resources and further academic opportunities

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- 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 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.
 - Attends Regional Technical Assistance Days and participates in appropriate online trainings
 - Supports planning and facilitating 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
 - Assists in the working toward National Association for the Education of Young Children (NAEYC) accreditation for the program
 - Is willing to attend professional development opportunities to increase job skills
 - Meets other requirements as a staff member of the school

Requirements for Hiring:

- Must possess a CDA and/or AA degree and read and write in English
- Must work under the guidance of a certified teacher
- 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 also is self-motivated
- Is mature and sensitive, able to relate well to both children and adults of diverse socioeconomic and cultural backgrounds
- Treats each child, parent, and co-worker with dignity and respect
- Obtains and maintains any other required certification, which may include first aid, CPR, food handler's permit, physical exam, tuberculin skin test, etc.