Employee Qualifications & Expectations

Lead Preschool Teacher

Job Classification
Teaching Staff, reports directly to the Assistant Director in regards to questions or concerns regarding children or policies. If the Assistant Director is not available, the Lead Preschool Teacher reports directly to the Program Director. If questions or concerns are not handled to the Lead Preschool Teacher’s satisfaction, then the Lead Preschool Teacher may contact the Regional Director and/or Owner.

Qualifications
A Lead Preschool Teacher candidate must:
✓ Be at least 19 years of age
✓ Have a high school degree or equivalent education
✓ Possess an Associate’s degree in early childhood education or child development, a Bachelor’s degree in early childhood education, child development or a child related field, or have a qualifying amount of hours of experience.

If the applicant does not meet the above requirement at the time of employment, the applicant will have six (6) months in which to attain these credits. Candidates who do not possess these qualifications or are unwilling to obtain these qualifications upon employment will not be considered.

✓ Be willing to submit to various background checks including those completed by the Department of Human Services and the Michigan State Police Department.
✓ Be CPR, First Aid, and Blood Borne Pathogen certified or willing to obtain certification upon hire
✓ Complete a Tuberculosis test and physical and provide a physician’s documentation of both

Expectations
A Lead Preschool Teacher candidate is expected to:
✓ Be available for full time employment and available to work as late as 6:30 pm
✓ Have dependable transportation
✓ Be customer service orientated and professional, providing excellent customer service according to the standards of AppleTree & Gilden Woods
✓ Possess a strong work ethic, be punctual, and have minimal absences
✓ Be able to kneel, bend, squat, lift, and carry children of various weight
✓ Be a positive role model for all care giving staff and children
✓ Be aware of the unique needs of preschoolers and have appropriate expectations of their abilities
✓ Maintain a professional self-image and project the values of the organization at all times
✓ Follow the established Dress Code, Grooming, & Appearance policies:
  ▪ Personal cleanliness must be maintained. Clothes are expected to be clean, neat, and free of holes and employees are expected to practice excellent hygiene at all times.
  ▪ If hair is long, hair must be tied or pulled back. Hair colors not natural to the human race and extreme styling (e.g. shaving designs into hair) is not permitted.
  ▪ Employees working with children must keep nails short as long nails can be a health code violation and present a safety risk to children.
  ▪ Body art in the form of tattoos or other skin pigment alterations is a personal choice. However, AppleTree & Gilden Woods reserve the right to require that tattoos be covered at all times, so as not to be viewed by customers or other employees.
  ▪ Body piercing is a personal choice; however, facial jewelry (including eyebrow rings, nose rings, lip rings, earlobe gauges, and tongue studs) cannot be worn during work hours. Small earrings are
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permitted. Torso body piercings must not have visible jewelry. Retainer jewelry (clear or flesh colored pieces of plastic jewelry) may be worn to keep piercings open.

- Jewelry must be discreet and safe to wear around children.
- Employees are expected to dress appropriately for their position, keeping in mind that their position may necessitate comfortable clothing that permits kneeling and bending.
- Employees are required to purchase 4 company-designated polo shirts that are worn with no visible shirt underneath other than the selection made available by AppleTree & Gilden Woods. Employees are permitted to purchase a forest green zip-up hooded sweatshirt to wear over the short-sleeved polo shirts.
- Employees are prohibited from wearing athletic, nylon pants, leggings, or tight pants and all pants must have a finished hem. Skirts or shorts are permitted to be worn, provided they do not interfere with duties and are an appropriate length. Skirts, shorts, and/or pants should coordinate with the shirt color worn. Employees are permitted to wear jeans on Fridays; however, AppleTree & Gilden Woods reserves the right to remove this benefit.
- All shoes must be neat and clean. Running shoes are permitted to be worn and any other type of shoe must have a standard size heel. Flip flops, high heels, and platforms are prohibited. Shoes must have adequate traction to prevent accidents. Sandals may be worn during summer months if the shoe has a back strap.

Responsibilities & Duties

A Lead Preschool Teacher’s responsibilities and duties include, but are not limited to, the following:

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- Engage children in activities and play that stimulates their development
- Assist children with activities of daily life (e.g., restroom use, diapering, hand washing)
- Appropriately supervise children while keeping them safe at all times
- Approach parents daily and speak with them about their child(ren), establishing a professional level of rapport with each family in order to provide quality care and friendly service
- Maintain an environment that is clean, organized, and safe for all children
- Utilize developmentally appropriate, best practice methods at all times
- Plan daily activities that are developmentally appropriate for preschool age children
- Conduct child assessments and facilitate parent-teacher conferences
- Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- Supervise teacher aides in the classroom and ensure they are following program policy and customer service expectations
- Train any teacher aides in the classroom and direct them as to what duties need to be carried out throughout the day
- Prepare monthly parent newsletters and weekly lesson plans according to policy
- Complete daily sheets and be responsible for daily activities pertaining to eating, sleeping, and diaper changing

All interested candidates must complete an Online Application, including a resume, and provide a copy of unofficial college transcripts.

The above Position Description is meant to be a guideline and does not list in detail all of the job responsibilities of a Lead Preschool Teacher. All duties of the Lead Preschool Teacher position will be covered in orientation and during the “hands-on” portion of the position training.

Last Modified 9/9/15