

JOB DESCRIPTION

POSITION/TITLE:	Demonstration Preschool Teacher
GROUP:	Business Development
SUPERVISOR:	Demonstration Preschool Manager
JOB STATUS:	Exempt, Salaried
HOURS:	Full Time 100% FTE (40 Hrs.)

SUMMARY DESCRIPTION

Under the general supervision of the Demonstration Preschool Manager, the Demonstration Preschool Teacher is responsible for the daily operation of the HighScope Demonstration Preschool. The Teacher works in collaboration with the Early Childhood Applied Practice Group to develop and demonstrate best practices in the HighScope curriculum based on current research in the early childhood field.

ESSENTIAL FUNCTIONS/DUTIES:

- Conduct the HighScope Demonstration Preschool program in accordance with state licensing regulations and the Great Start Readiness Program guidelines during regular scheduled hours. Occasional afternoon and evenings hours will be required
- Demonstrate high quality curriculum practices and explain the curriculum to HighScope Foundation visitors
- Collaborate and coordinate with EC Applied Practice and Research departments to support curriculum development and research in the demonstration classroom (e.g., try out activities in the classroom, provide feedback, coordinate videotaping and photo shoots)
- Plan and conduct monthly family involvement activities and informational meetings centered around the HighScope Preschool Curriculum
- Conduct family conferences, home visits and field trips.
- Maintain family communication via monthly newsletters and social media
- Maintain classroom organization including light cleaning
- Shop for and/or order preschool supplies, and maintain inventory of preschool materials
- Assist HighScope staff across departments in curriculum, professional learning, research

JOB QUALIFICATIONS:

Education/Experience

- HighScope Teacher Certification (desired)
- Bachelor's degree in early childhood education with a valid teaching certificate with an Early Childhood E General and Special Education (ZS) endorsement, or a bachelor's degree in early childhood education or child development with a specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education
- Minimum of 3-5 years of early childhood teaching and working with families

Knowledge, Skills, Abilities

- Demonstrated knowledge and implementation of the HighScope Preschool Curriculum, philosophy and educational approach
- Demonstrates knowledge of early literacy, child development practices and research-based early childhood quality methods
- Ability to produce professional writing including curriculum resources, professional learning, and proposals
- Ability to take initiative, prioritize work, meet deadlines, and handle multiple projects
- Accountable and achievement-oriented; team player with a positive attitude
- Ability to work collaboratively and demonstrate flexibility in team environment
- Demonstrate a high level of personal and professional integrity and demeanor
- Knowledge of computer applications including e-mail, Microsoft Office (Word, Excel, PowerPoint)
- Accountable and achievement-oriented; team player with a positive attitude

Other Qualifications/Requirements (e.g. Licenses/Certifications, Travel, Lifting, etc.)

- Normal classroom and office environment
- Physical actions performed frequently, sitting on the floor, standing, walking, climbing stairs, conversing, using the phone, typing, and reading
- Ability to lift and carry up to approximately 35 pounds

DISCLAIMER - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.