



Job Description

Position: Preschool Co-Lead Teacher

FTE: Fulltime (40 hrs/week)

Payrate: \$20 - \$21.50/hour

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral, occupational, and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families (OMCCF) is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: Responsible for early childhood and early childhood special education services in the Preschool classroom. The Co-Lead Teacher positions will work together in a collaborative relationship as a teaching team. Responsibilities will include:

- Planning, implementing, and evaluating programs and activities designed to address the individual and developmental needs of children, ages 3-6, and their families,
- Monitoring Individual Family Service Plan (IFSP) implementation,
- Facilitating staffing regarding children and families,
- Supervising classroom, community volunteer and intern support,
- Supervising children and volunteers under the supervision of the Program Manager.
- Connecting families with resources both internally and externally.

Qualifications and Experience: BA/BS in Early Childhood or related field. Step 8 or higher in the Oregon Registry Online (ORO) required. Experience, background, and personal characteristics will demonstrate the following:

- Ability to form positive relationships with children and adults,
- Agreement with the philosophy of OMCCF,
- Working knowledge of developmental levels of preschool and kindergarten age children,
- Information and experience with a variety of disabilities and how to adapt environment and curriculum to meet unique needs,
- Knowledge of the behavior and mental health treatment principles and strategies
- Ability to provide leadership and promote teamwork,

- Must have working knowledge of special education law and state childcare regulations as well as the Early Intervention/Early Childhood Special Education system in Oregon.

Responsible to Whom: Reports directly to the Preschool Program Manager.

Responsibilities:

Classroom:

- Maintain an attractive, clean, safe, and healthy environment for children.
- Oversee planning and implementing daily educational program and providing an environment which reflects the OMCCF philosophy
- Ensure that the Preschool Interactive Curriculum for the Natural Integration of Children (PICNIC) is utilized as springboard for planning ongoing classroom activities.
- Oversee assessment of children's developmental needs
- Assist children through "routine" times: snack, toilet and hand washing, getting ready for outside, cleaning up materials, departure
- Provide support for assistant teachers, volunteers, and interns in the classroom.
- Provide supervision for assistant teachers, aides, volunteers, and interns working in the classroom.
- Communicate effectively with staff about routines, events, problems, and center maintenance needs.
- Collaborate with other Co-Lead Teacher and Program Manager regarding program, client, and staffing issues.
- Plan and implement family intake meetings, 3 conferences per school calendar, IFSP meetings, and when needed, events.
- Serve as the family liaison for preschool families. Connecting them to resources in Old Mill Center (e.g., Outpatient Counseling, Occupational Therapy, Relief Nursery) and the community (e.g., food bank, utilities assistance, Oregon Family Support Network, parent education, Developmental Diversity, Early Childhood Special Education) as needed.
- Assist in recording and reporting accidents and medications during classroom hours.

Administration:

- Responsible for maintenance of classroom and playground environment, supplies and equipment
- Ensure that staffing, purchasing of supplies and equipment is carried out within budgetary guidelines
- Participate in staff meetings, staffing, and committee meetings.
- Responsible for compliance with SPARK Quality Standards and the Preschool Promise Grant requirements.
- Responsible for implementation of annual strategy map and Key Performance Indicators (KPI).
- Provide support with the marketing plan for the preschool program
- Assist in the cleaning of the staff kitchen

Professional Standards:

- Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem solving attitude, positive communication style)
- Maintain and update required job certifications, safe driving record and required auto liability insurance
- Maintain personal appearance and hygiene appropriate to the position
- Report at regular working hours, be punctual and use an appropriate work ethic
- Demonstrate good phone skills (courteous and positive) when representing OMCCF's interests
- Write in a clear, concise manner
- Participate in staff development activities and staff meetings
- Follow established standards, policies, and procedures of OMCCF
- Establish and maintain an ORO account and complete necessary hours of training each ORO calendar year.
- Maintain State of Oregon Child Care Division regulated training hours and help track assistant teacher regulated training hours