COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PRESCHOOL TEACHER III
PAY GRADE: C-5
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:
To supervise children and activities in the Pre School program.

PREREQUISITES FOR POSITION - (Qualification Standards):

1. **Education or training:** Two-year degree in early childhood education and/or Florida Child Care Professional Credential required. 10 and 30 hours state training certificates, First Aid and CPR required.

2. **Years of experience in field:** Two years experience required.

3. **Special skills or abilities related to position:** Evidence of exhibiting patience and positive attitude with children, co-workers and parents.

ESSENTIAL JOB FUNCTIONS:

1. **Prepare daily lessons.** Plans must reflect the use of a curriculum or guide or reflect an organized and planned approach to the selection of daily activities and experiences.

2. **Set educational and/or developmental goals for each child and provide documentation.**

3. **Supervise adults and students working with children.** Evaluate students.

4. **Supervise children at all times.** Use positive guidance methods. Place materials on children's level.

5. **Be responsible for children's personal belongings.**

6. **Establish good rapport and communication with parents.**

7. **Keep areas clean and orderly at all times.** Assist in the washing of sheets, tidying "cubbies" and caring for pets. Teach cleanliness to children. Assist in final clean up each day.

8. **Follow daily lesson plan.**

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Revised 8-7-12
Revised 11-3-04
Market Survey 4-1-05
ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Walking.
- Standing.
- Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building #18 Child Development Center, Ocala Campus.

SUPERVISOR OF POSITION: Director Lab School