

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CF LAB PRESCHOOL TEACHER
PAY GRADE: C-3
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To supervise children and activities in the Learning Lab School preschool program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

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-hour state training certificates, First Aid and CPR required. A Bachelor's degree in Early Childhood Education is preferred.
2. Years of experience in the field: Three years of full-time experience in pre-k education/early learning, teaching, or a related field is required.
3. Special skills or abilities related to the position: Evidence of exhibiting patience and a 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.

PREREQUISITES FOR POSITION (Qualification & Standards):

ESSENTIAL JOB FUNCTIONS (continued):

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 the final clean-up each day.
8. Ability to communicate student progress information to Parents.
9. Provide guidance and cognitive training to prepare students for socialization and higher learning.
10. Follow daily lesson plan. Provide feedback to Lab School Director regarding lesson plan changes or suggestions.
11. Perform other duties as assigned.

(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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside.

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

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 8

SUPERVISOR OF POSITION: DIRECTOR OF CF LAB SCHOOL