

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PRESCHOOL TEACHER I

PAY GRADE: C-3

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: Florida Child Care Professional Credential, 10 and 30 hours state training certificates, First Aid and CPR required.
2. Years of experience in field: One year experience preferred.
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. Supervise children at all times. Use positive guidance methods. Place materials on children's level.
2. Be responsible for children's personal belongings.
3. Establish good rapport and communication with parents.
4. 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.
5. Follow daily schedule.

(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.)

### ESSENTIAL PHYSICAL SKILLS:

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

Revised 8/7/12

Revised 9/12/03

Revised 11/3/04

Market Survey 4-1-05

ESSENTIAL PHYSICAL SKILLS (Continued):

- Walking.
- Standing.
- Bending.

ENVIRONMENTAL CONDITIONS:

- Works outside and inside.

(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