

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PRESCHOOL TEACHER II

PAY GRADE: C-4

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 & 30 hour state training certificates, First Aid & CPR required.
2. Years of experience in field: One year 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 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