

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
PRESCHOOL TEACHER/CHILDCARE CENTER DIRECTOR**

QUALIFICATIONS: Be licensed by the State Department of Education to instruct preschool. Hold a Bachelor's Degree in Early Childhood Education

RESPONSIBLE TO: Assigned supervisor

HOURS OF DUTIES: 8-hour contract

GENERAL DUTIES: Teacher/director will serve as the preschool teacher, providing a model for the high school students as they begin their training with the career tech instructor. As director, he/she will manage the center and oversee all activities for the preschoolers, infants and toddlers. In addition, as director he/she will monitor the budget and order all supplies for the center, schedule meetings with parents, monitor and update the grant, and field all questions and concerns for the center.

He/she will attend all Ohio Department of Education required meetings and make sure the center is in compliance with all safety, health, and educational guidelines. This person will establish themes and lesson plan guidelines for the students to use in the preschool, oversee the lesson plans of the lead teachers in the infant room and toddler room, and provide backup plans for preschool when students are absent and for the early part of the year, until the students begin planning and implementing lessons and activities, and will work closely with the ECE career tech instructor in establishing goals for the center, the high school students, and the children.

SPECIFIC DUTIES:

1. Display initiative, enthusiasm and other personal characteristics necessary to operate an effective early childhood center
2. Maintain equipment at an operable level within the program. Report to Director of Operations and/or maintenance department any needed repairs, replacements, or supplies
3. Keep developmentally appropriate materials and activities on file and recommend teaching materials, aids, tools, equipment, and supplies to CT instructor, ECE staff, and students.

4. Abide by and enforce Board-adopted policies, administrative procedures, Early Childhood Education class rules, and Ohio Department of Education and Ohio Department of Job and Family Services rules for childcare programs
5. Attend faculty and departmental meetings when required
6. Keep all records of infants, toddlers, and pre-school children. Maintain necessary inventories at all times
7. Participate in curriculum planning and in-service education
8. Display a positive, professional attitude which reflects favorably on the school and the Early Childhood Education department
9. Plan and implement sanitation procedures for the early childhood area and maintain a safe indoor and outdoor environment for all children
10. Establish guidelines, policies, procedures and schedules for the center
11. Organize and develop a course of study for Preschool
12. Monitor, maintain, and update the Public Preschool (ELI) Grant
13. Submit weekly lesson goals for the center and have back-up lesson plans available for substitute teachers
14. Evaluate and record progress of pre-school children; evaluate daily performance of junior and senior students
15. Promote an environment of cooperation and teamwork within the ECE department, as well as throughout the Pioneer community
16. Oversee and/or conduct and document two conferences annually with parents of infants, toddlers, and pre-school children
17. Serve on the advisory committee for the ECE career tech program
18. Plan, prepare and implement field trips for preschool and approve same for infants and toddlers and plan nutritious snack menus for all children in the center; including lunches when required
19. Responsible for collecting staff time sheets and submitting them to the Early Childhood Education Supervisor for approval
20. Supervise junior and senior students while CT instructor is out of the center
21. Supervise clean-ups of center by junior and senior students
22. Register in-coming pre-school children and childcare children and monitor the billing for the department
23. Complete State mandated paperwork and remain current on licensing laws; complete and submit license renewals to ODE for center certification
24. Cover for Lead Teachers when regular sub is unavailable or until a sub is located
25. Perform other duties as assigned by the Superintendent and/or his/her designee