**Program:** Little Scholars Mother’s Day Out **Position Title:** Preschool Teacher

(Independent Contractor)

**Position Summary:** The preschool teacher’s primary responsibilities are to lead preschool age children to achieve academic and social-emotional growth and development, create a fun environment to learn and play, and follow and create additional curriculums that will enhance the learning environment.

**Qualifications:**

* Must be at least 18 years old
* Must have a high school diploma or GED
* Must have at least (1) year of preschool teaching or assisting experience (can include child care centers, schools, homeschool, Sunday School classes, VBS, church nursery)
* Must pass a federal background check
* Must have a current and valid First Aid/CPR/AED certification
* Must have a caring, compassionate and patient attitude
* Must have the desire to make a difference in the lives of the youth individuals
* Must be well organized and maintain accurate records
* Must have reliable transportation
* Must have excellent oral and written ability, good interpersonal and organizational skills and the ability to work independently and as part of a team
* Be able to use good judgment and maintain professionalism at all times
* Be able to work in a stressful and busy environment
* Must be centered around Christian principles

**Supervisory Relationship:** The preschool teacher must report directly to the program director (Little Scholars MDO) and the executive director (Lewis Educational And Recreational Nonprofit).

**Job Responsibilities:**

* Follow and create lesson plans and curriculum; create activities that are fun and educational
* Be a positive role model and maintain discipline
* Use a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing
* Provide experiences and materials that actively promote diversity and acceptance in interactions and attitudes
* Manage day-to-day activities and operations such as (but not limited to): structured lessons, free play, restroom breaks, lunch time, rest/quiet time, organize and clean program rooms
* Maintain attendance, reports and collaborate with the children’s parent(s)
* Any other responsibilities that may arise or that the program director or the executive director asks of the preschool teacher

**\***Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a preschool teacher. All duties of the preschool teacher position will be covered in orientation and during the “hands-on” portion of the position training upon hire.

**Program:** Little Scholars Mother’s Day Out **Position Title:** Preschool Assistant

(Independent Contractor)

**Position Summary:** The preschool assistant’s primary responsibilities are to assist the lead preschool teacher in educating preschool age children to achieve academic and social-emotional growth and development, create a fun environment to learn and play, and follow and help create additional curriculums that will enhance the learning environment.

**Qualifications:**

* Must be at least 18 years old
* Must have a high school diploma or GED
* Must have at least (1) year of preschool teaching or assisting experience (can include child care centers, schools, homeschool, Sunday School classes, VBS, church nursery)
* Must pass a federal background check
* Must have a current and valid First Aid/CPR/AED certification
* Must have a caring, compassionate and patient attitude
* Must have reliable transportation
* Must have excellent oral and written ability, good interpersonal and organizational skills and the ability to work independently and as part of a team
* Be able to use good judgment and maintain professionalism at all times
* Be able to work in a stressful and busy environment
* Must be centered around Christian principles

**Supervisory Relationship:** The preschool assistant must work alongside the lead preschool teacher and must report directly to the program director (Little Scholars MDO) and the executive director (Lewis Educational And Recreational Nonprofit).

**Job Responsibilities:**

* Follow and assist the lead preschool teacher with lesson plans and curriculum; create activities that are fun and educational
* Be a positive role model and maintain discipline
* Use a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing
* Provide experiences and materials that actively promote diversity and acceptance in interactions and attitudes
* Manage day-to-day activities and operations such as (but not limited to): structured lessons, free play, restroom breaks, lunch time, rest/quiet time, organize and clean program rooms
* Maintain attendance, reports and collaborate with the children’s parent(s)
* Any other responsibilities that may arise or that the program director or the executive director asks of the preschool teacher

**\***Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a preschool assistant. All duties of the preschool assistant position will be covered in orientation and during the “hands-on” portion of the position training upon hire.

**Program:** Little Scholars Mother’s Day Out **Position Title:** Preschool Director

(Independent Contractor)

**Position Summary:** The preschool director’s primary responsibilities are to create policies, manage staff and oversee the daily operations. The preschool director must work alongside the executive director and all program staff members and review all teacher’s curriculum and ensure the lesson plans meet the minimum standards of the Texas preschool requirements.

**Qualifications:**

* Must be at least 18 years old
* Must have a high school diploma or GED
* Must have at least (2) years of preschool teaching or assisting experience (can include child care centers, schools, homeschool, Sunday School classes, VBS, church nursery)
* Must pass a federal background check
* Must have a current and valid First Aid/CPR/AED certification
* Must have a current and valid director’s credential or certification and maintain annual hours
* Must have a caring, compassionate and patient attitude
* Must have reliable transportation
* Must have excellent oral and written ability, good interpersonal and organizational skills and the ability to work independently and as part of a team
* Be able to use good judgment and maintain professionalism at all times
* Be able to work in a stressful and busy environment
* Must be centered around Christian principles

**Supervisory Relationship:** The preschool director must report to the executive director (Lewis Educational And Recreational Nonprofit).

**Job Responsibilities:**

* Provides supervision and administrative support to teaching staff and children
* Reviews performance of staff; responsible for meeting all state regulations; responsible for accurate update of staff and children records including attendance, enrollment, daily logs, curriculum, child observations and parent participation; ensure monthly safety drills are conducted; make admission decisions; conduct and ensure staff annual training
* Provides a pleasant, safe and clean environment; greet children, parents, staff and guests
* Teach classes as needed; use a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing
* Be a positive role model and maintain discipline
* Provide experiences and materials that actively promote diversity and acceptance in interactions and attitudes
* Manage day-to-day activities and operations such as (but not limited to): structured lessons, free play, restroom breaks, lunch time, rest/quiet time, organize and clean program rooms
* Maintain attendance, reports and collaborate with the children’s parent(s)
* Any other responsibilities that may arise or that the executive director asks of the preschool director

**\***Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a preschool director. All duties of the preschool director position will be covered in orientation and during the “hands-on” portion of the position training upon hire.