



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

JOB DESCRIPTION

Pre-K Teacher
Education and Training

POSITION: Pre-K Teacher

QUALIFICATIONS: Candidates must have a Virginia License in Early Childhood or Elementary Education PreK - 6. Experience teaching preschool-age children preferred. Background check, and valid Virginia Driver's license is required for employment

SUPERVISOR: Program Coordinator, Education and Training

DUTIES:

- Teaches a maximum of sixteen children.
- Meets and greets children upon arrival to and from school on a daily basis
- Performs spot health checks on all children upon arrival to school on a daily basis
- Supervises the Teacher Assistant and any other employee(s) designated by the Child Care Component Conducts an annual employee performance evaluation on all persons supervised; makes personnel recommendations to the Program Coordinator and the Child Care Component Director when needed.
- Manages the classroom environment by ensuring that it has met codes compliance, fire and safety standards, health standards, food handler's regulations, USDA Regulations, and state Licensure.
- Periodically maintains an inventory on all classroom supplies and eq Makes requests for supplies and equipment, as needed, to the Program Coordinator.
- Maintains a confidential and comprehensive file on each child by maintaining accurate and detailed caseload documentation, including the use of Child Data Forms, Anecdotal Notes, Family/Parent/Teacher/Staff/Agency Contact Forms, Home Visit Forms, Referral Forms, Follow-Up Forms, Contact Summary Logs, Attendance Records, and any other pertinent Medical/Developmental Data
- Develops and implements an individualized service plan on each child in the areas of fine motor skills, gross motor skills, visual perceptual skills, self-help skills, language skills and cognitive skills based upon individual developmental levels and developmental assessment
- Conducts at least two home visits and/or conferences per child per year; documents home visits and/or conferences accurately into the child's
- Writes weekly lesson plans for the classroom, and submits a copy each week to the Program Coordinator, Four Year Old Initiative Program.

- Submits a monthly report to the Program Coordinator by the last day of each month with the following information: activities done in the classroom, lesson themes, field trips taken, and number of home visits/conferences with parents.
- Maintains an accurate class role on all children with name, address, phone number, birthdate, parent's name, emergency contact information and other required data. Updates the class role periodically.
- Maintains an accurate monthly attendance record; submits a copy of the monthly attendance record to the Case Management Worker by the last day of the month.
- Reports directly to the Program Coordinator, Four Year Old Initiative Program; in the absence of the Program Coordinator, reports to the Child Care Component Director.
- Recruits volunteers to work in the classroom; trains, orients and supervises volunteers working in the classroom; and, monitors volunteer hours each day, each week and submits a monthly report on volunteer hours to the Administrative Operations Program Manager by the second day of the following month.
- Actively involves parents in classroom activities on an ongoing basis.
- Attends trainings, workshops and in-services as required, related to the job.
- Treats children, their parents and their families with dignity and respect; maintains a positive attitude.
- Maintains confidentiality regarding the family, the parents, and the child in every aspect whether it be records, written documentation, verbal statements, and meetings.