Pre-Kindergarten Teacher Job Description

JOB CLASSIFICATION

Teaching Staff: Early Learning Center (ELC)

POSITION SUMMARY

The Lead Pre-Kindergarten Teacher is responsible for providing a safe, nurturing, engaging, and academically rich classroom environment for children preparing for kindergarten. This position leads classroom instruction, supervises support staff, builds strong family partnerships, and ensures compliance with all licensing, accreditation, and program standards.

QUALIFICATIONS

A Lead Pre-Kindergarten Teacher must:

- Have a high school diploma or equivalent.
- Possess one of the following:
  - Associate degree in Early Childhood Education, Child Development, or related field; or
  - Bachelor's degree in Early Childhood Education, Child Development, Elementary Education, or related field; or
  - Current CDA Credential and actively working toward an Associate degree.
- Have previous classroom experience with preschool or pre-kindergarten children preferred.
- Demonstrate proficiency with technology, including email, online systems, lesson planning, assessments, and parent communication platforms.
- Maintain all required clearances and background checks, including:
  - FBI Fingerprinting
  - State Police Criminal Record Check
  - Child Abuse Clearance
- Maintain current Pediatric First Aid and CPR certification.
- Complete a physical examination and tuberculosis screening upon hire and updated physicals as required.
- Complete all required training through DHS, ACSI, Keystone STARS, and any other governing agencies.
- Be mentally and physically able to supervise and care for a classroom of young children.
- Be able to kneel, bend, squat, lift, push, pull, and carry up to 25 pounds.
- Possess a strong work ethic, punctuality, professionalism, and reliable attendance.
- Have dependable transportation.
- Be available for full-time employment, including occasional late shifts or special events.

REQUIRED EXPECTATIONS

The Lead Pre-Kindergarten Teacher will:

- Ensure the safety, health, and well-being of every child at all times.
- Provide a warm, caring, Christ-centered environment.
- Serve as a positive Christian role model for children, families, and coworkers.
- Use developmentally appropriate practices and effective classroom management strategies.
- Prepare children socially, emotionally, physically, and academically for kindergarten readiness.
- Demonstrate professionalism and excellent customer service with families and staff.
- Follow the NAEYC Code of Ethical Conduct and all organizational policies.
- Maintain confidentiality regarding children, families, and staff.

RESPONSIBILITIES AND DUTIES

Including, but not limited to:

Classroom Leadership

- Lead the daily operations of the Pre-K classroom.
- Supervise Assistant Teachers, Aides, and Floaters assigned to the classroom.
- Delegate responsibilities and ensure classroom staff follow center policies and procedures.
- Maintain a clean, organized, safe, and engaging learning environment.

Instruction & Curriculum

- Plan and implement weekly lesson plans aligned with Pennsylvania Early Learning Standards, Keystone STARS, and program curriculum.
- Provide hands-on learning experiences that support kindergarten readiness in:
    - Early literacy
    - Language development
    - Math concepts
    - Science discovery
    - Social studies
    - Fine motor skills
    - Social-emotional growth
- Differentiate instruction to meet varying developmental levels and learning needs.
- Incorporate play-based and teacher-guided learning experiences.

Child Supervision & Care

- Supervise children at all times indoors, outdoors, during transitions, meals, rest time, and special activities.
- Assist children with daily living skills such as toileting, handwashing, self-help skills, and mealtime routines.
- Guide children in conflict resolution, problem-solving, and positive social interactions.

Assessment & Family Communication

- Conduct developmental screenings, assessments, and ongoing observations.
- Maintain accurate student records and progress documentation.
- Prepare child reports and lead parent-teacher conferences.
- Communicate daily with families regarding student progress, behavior, and classroom updates.
- Complete daily reports and documentation through Procare or designated systems.

Compliance & Professionalism

- Maintain compliance with DHS regulations, Keystone STARS standards, and accreditation requirements.
- Attend required staff meetings, trainings, and professional development.
- Participate in family events, open houses, and occasional evening or weekend programs.
- Maintain a professional appearance and represent the organization positively at all times.

IMMEDIATE SUPERVISOR

The Lead Pre-Kindergarten Teacher reports directly to the Director and/or Assistant Director regarding classroom operations, children, staff concerns, and center policies. If concerns remain unresolved, communication may be directed to the Senior Administrator.

DISCLAIMER

This job description is intended as a general guide and does not include all responsibilities or duties associated with this position. Duties may be adjusted based on program needs.

Signature	Printed Name	Date
Supervisor	Printed Name	Date