



Pre-K Lead Teacher

Position Title: Pre-K Lead Teacher
Location: CentroNia at 1420 Columbia Road NW
Supervisor: Early Childhood Program Director

Objective:

To provide a safe, healthy and nurturing environment for the children that offers opportunities for learning and development through the implementation of a developmentally appropriate high quality program for 3-5 year old children aligned to the CentroNía model and OSSE regulations and policies.

Job responsibilities include but are not limited to:

Professionalism:

- Punctuality
- Follow policies from CentroNía's Employee Handbook
- Comply with licensing and health regulations and procedures
- Check children's well-being every day, especially for signs of neglect or abuse
- Report suspected abuse or neglect using appropriate procedures and venues
- Demonstrate respect for diversity with children, families, and staff
- Respond positively to constructive feedback and demonstrate effort for improvement
- Develop a positive team relationship with Teacher Assistant

Learning environment:

- Design and create a dynamic classroom environment based on learning objectives and curriculum goals
- Select, create, prepare, acquire, and use developmentally appropriate equipment and materials that support children's learning and development
- Use the environment to support children's learning and interests by integrating attractive and engaging learning centers and experiences
- Design and create displays of children's art and writing efforts

Teacher-child interaction:

- Build relationships with each child
- Support and stimulate children's language development and learning intentionally
- Engage children in age-appropriate activities that support the Early Learning Standards, the curriculum goals, and the CentroNía model

Assessment:

- Observe and document observations of children – establish a plan for daily and weekly observations in different scenarios and contexts
- Reflect on observations based on Early Learning Standards and curriculum objectives



- Collect sample of children's work to document progress
- Obtain input from parents on their child's interests, characteristics, and development
- Ensure that observations are completed in a timely manner and complete checkpoints for GOLD assessment system three times per year

Lesson plans:

- Develop annual, weekly, and daily lesson plans based on children's interests and developmental level that respond to the Early Learning Standards and curriculum
- Integrate result of reflections into lesson plans by responding to children's interests and needs
- Integrate the area of study throughout the learning centers and daily schedule
- Identify Early Learning Standards that will be addressed for the whole group, small groups, and individual children
- Arrange field trips that are connected to the content and are developmentally appropriate for children's interests and skill levels

Family Involvement:

- Prepare monthly newsletters for parents in English and Spanish with Director approval
- Develop a relationship with the family members
- Communicate frequently with parents, either in person, written form, or by telephone
- Send home ideas of activities parents/family members can do to support the Early Learning Standards being addressed in the classroom
- Implement strategies to involve parents in the classroom (reading stories, making materials, participating in field trips, speaking to the children about their culture, celebrations, jobs, etc)
- Attend parent meetings and monthly family nights
- Conduct two Parent-Teacher Conferences per year to share and discuss the children's developmental checklist, differentiation plan, the regular observations records of the children throughout the semester, and the children's individual portfolios

Professional Development:

- Develop a professional portfolio to document training certificates, copies of lesson plans, significant achievements, photographs from the classroom that demonstrate competence
- Identify areas for professional growth
- Attend workshops, training events, resources that support professional growth areas
- Pursue professional development by enrolling in higher education programs
- Apply new knowledge into the classroom setting to build competence

Health and Safety:

- Monitor the health, safety, physical and emotional welfare of the children at all times
- Provide active and engaged adult supervision at all times
- Be alert to changes in behavior and physical appearance throughout the day
- Support children during meal times, by encouraging them to eat, helping them with utensils and foods, promoting communication among them, and encouraging appropriate table manners.
- Provide rest periods for the children and monitor their behavior
- Maintain the environment clean, free of hazards, with the materials in order, and aesthetically pleasing

- Inform parents and administrators of accidents and incidents by filling out accident and/or incident reports when needed

Required Experience:

2 or more years of experience in the care and education of young children in a group care setting

Required Education:

- Bachelor's degree in early childhood education, child development, early childhood special education, or child and family studies, or
- BA degree in education (other field than the ones established above) and have earned 18 credits in early childhood education, or
- BA in other field and successfully completed the applicable Early Childhood Praxis exam

Safety Hazards

None

Working Conditions

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

Other Requirements:

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- (F) Light (up to 25lbs.)
- (F) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

On the job the employee must:

- (F) Bend (O) Sit (F) Squat and Kneel (F) Stand
- (F) Crawl (F) Walk (O) Climb (F) Push/Pull
- (F) Handle objects (Manual Dexterity) (O) Reach above shoulder level
- (F) Use fine finger movements

To Apply:

Please submit your resume and cover letter; indicating the position you are applying to:



Educating children and youth and strengthening families in a bilingual, multicultural community.

CentroNía
Attn: Human Resources
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“Educating children and strengthening families, in a bilingual, multicultural community.”
CentroNía is an equal opportunity employer.



Early Childhood Education | Community Engagement & Education | Food & Wellness | CentroNía Institute
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