



PRESCHOOL TEACHER JOB PROFILE SUMMARY

JOB CATEGORY: Instructional Programs and Services

JOB TITLE: Preschool Teacher

JOB CATEGORY DEFINITION:

This category covers the jobs that function in a pre-school and kindergarten setting related to the instruction and care of kindergarten and pre-kindergarten children. Positions responsibilities range from teaching classes to administering Early Care and Education (ECE) programs. All actions are performed in accordance with Commonwealth of Pennsylvania standards (Keystone STARS) and the National Association for the Education of Young Children (NAEYC).

JOB TITLE DEFINITION:

The Preschool Teacher instructs children (6 weeks to 6 years of age) in activities designed to promote social, physical and intellectual growth in a classroom focused early care and education facility; develops curriculum activities and experiences within the framework of the Pennsylvania (PA) Early Learning Standards in all knowledge areas and in accordance with the National Association for the Education of Young Children (NAEYC) standards for appropriate practice; provides and maintains a safe, secure and stimulating classroom care and learning environment; develops family relationships; works collaboratively with a classroom and center wide teaching and support team; individual and group activities are planned to stimulate growth in language, social and motor skills. *Duties are performed at various levels within the defined title.*

WORKING CONDITIONS:

Specific physical requirements and effort are outlined in Job Responsibilities Worksheet (list of essential job duties and responsibilities specific to a particular job at the unit level) in accordance with the Americans with Disabilities Act of 1990 (ADA).

OTHER REQUIREMENTS:

Act 34 Clearance
PA Child Care Clearances
FBI Fingerprinting

Physical Exam
Tuberculosis Test
May be required to hold PA Early Childhood Education Certification for PA Pre-K

**PRESCHOOL TEACHER
LEVEL 1**

JOB CODE NUMBER: EDIN0101
SALARY BAND: C

FLSA STATUS: NONEXEMPT

Level 1 positions typically demonstrate baseline working knowledge of routine work applications; follow standard principles and systems and use appropriate terminology associated with a particular field of specialization; participate as a team member in a collaborative environment within a diverse workforce; actively contribute to completion of team goals and assigned tasks; clearly communicate information, ideas, or instructions verbally and in writing; follow recommended approach to assigned work to facilitate achievement of desired results; ensure safe practices and environmental consciousness are exhibited in decisions; typically work under direct and frequent supervision while performing routine duties using established procedures with detailed instructions.

Typical Experience/Education Guidelines:	Typical work activities:
<p>0+ years related experience</p> <p>Associate’s Degree or higher (with 60 to 65 credits including 18 ECE – Early Childhood Education Credits)</p> <p>Or an equivalent combination of education and experience</p> <p>(reference PA Career Lattice and NAEYC guidelines for teachers)</p> <p>Required Certifications, Registrations or Licensure: Act 34 Clearance; PA Child Care Clearances; FBI Fingerprinting; Physical Exam; Tuberculosis Test; May be required to hold PA Early Childhood Education Certification for Pennsylvania PA Pre-K teacher position</p>	<ul style="list-style-type: none"> • Support activities that address the emotional, physical, intellectual, and social needs of children in the classroom • Assist in the coordination and implementation of lesson plans, record keeping and related efforts • Assist in planning and implementing daily program activities • Follow established classroom discipline procedures • Implement established program goals • Maintain safe, stimulating room arrangements and a nurturing environment • Act as childcare resource to parents • Attend meetings • Supervise classroom aides in the absence of the group supervisor or teacher • Participate in center-wide and community committees promoting professional development and center-wide development • Meet and fulfill standards as set by Office of Child Development and Early Learning – Commonwealth of Pennsylvania (OCDEL) • May fulfill necessary requirements of any grants obtained by the program • Work collaboratively within team

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**PRESCHOOL TEACHER
LEVEL 2**

JOB CODE NUMBER: EDIN0102
SALARY BAND: D

FLSA STATUS: EXEMPT

Level 2 positions typically demonstrate intermediate knowledge of the concepts, practices and procedures of a particular field of specialization; perform intermediate tasks in defined skill areas/applications by continuously building on current job knowledge; maintain effective relationships with peers, vendors, and others in a diverse environment; support team decisions and follow through with team responsibilities; interpret information, ideas and instructions and communicate clearly and accurately both verbally and in writing including materials intended for distribution; determine causes of unusual occurrences and apply standard principles and practices to determine and implement solutions; ensure safe practices and environmental consciousness are exhibited in decisions; typically work under general supervision, while performing assignments that are varied and that may be somewhat difficult in character, but usually involve limited responsibility.

Typical Experience/Education Guidelines:	Typical work activities:
<p>1+ years related experience</p> <p>Bachelor's Degree or higher</p> <p>Or an equivalent combination of education and experience</p> <p>Required Certifications, Registrations or Licensure: Act 34 Clearance; PA Child Care Clearances; FBI Fingerprinting; Physical Exam; Tuberculosis Test; May be required to hold PA Early Childhood Education Certification for Pennsylvania PA Pre-K teacher position</p>	<ul style="list-style-type: none"> • Plan and facilitate developmentally appropriate experiences for children in all development and learning areas within the framework of the PA Early Learning Standards • Monitor classroom safety, coordinate activities, produce materials, and supervise students • Coordinate and supervise daily classroom activities; tutor and teach related program lessons; produce materials used in classroom • Support and facilitate the program approach to curriculum and assessment • Supervise interns and students • Maintain communication with parents • Hold parent conferences for primary children assigned to them • Provide guidance, education and suggestions to parents • Design responsive lesson planning to promote social, physical, and intellectual growth in facility • Structure activities to instill concepts of respect and concern for others • Support child and family diversity by integrating family culture, language, and ability into classroom curriculum • Design and provide engaging appropriate environment for children and families • May perform additional work activities as outlined in previous level(s)

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**PRESCHOOL TEACHER
LEVEL 3**

JOB CODE NUMBER: EDIN0103
SALARY BAND: E

FLSA STATUS: EXEMPT

Level 3 positions typically demonstrate proficient and comprehensive knowledge of defined skill areas/applications to integrate fundamental elements from other specialties into work assignments; apply knowledge of principles, practices, and procedures of a particular field of specialization to complete difficult assignments; promote a culture that is conducive to effective relationships among diverse team members; ensure safe practices and environmental consciousness are exhibited in decisions; may lead a project team involved in completion of difficult assignments, requiring proficient knowledge of field of specialization; interpret and communicate information, ideas and instructions clearly, accurately and persuasively both verbally and in writing including materials intended for distribution; incorporate new facts and ideas into group processes and apply creative thinking to develop new solutions; typically work with minimal supervision on difficult assignments, conferring with manager on unusual matters.

Typical Experience/Education Guidelines:	Typical work activities:
<p>3+ years related experience</p> <p>Bachelor's Degree or higher</p> <p>Or an equivalent combination of education and experience</p> <p>Required Certifications, Registrations or Licensure: Act 34 Clearance; PA Child Care Clearances; FBI Fingerprinting; Physical Exam; Tuberculosis Test; May be required to hold PA Early Childhood Education Certification for Pennsylvania PA Pre-K teacher position</p>	<ul style="list-style-type: none"> • Coordinating and implement lesson plans, oversee staff, maintain records, and ensure a safe and supportive classroom environment • Serve as lead classroom teacher • Supervise, train and evaluate immediate classroom teaching staff; may seek guidance from supervising teacher • Serve as a role model and guide support staff • Plan and implement daily program activities • Interact with the children and encourage their involvement in activities • Maintain a safe environment • Confer with parents to explain preschool program and to discuss ways they can develop their child's interests; observe, record, and report significant individual and group behavior • Communicate to administrators and back to teaching staff • Keep classroom staff informed of program goals and developments • Provide and support resolutions to conflicts • Confer with parents to explain preschool program and to discuss ways they can develop their child's interests • Provide support and guidance to student interns and undergraduate students • Maintain classroom student/teacher ratio standards • May perform additional work activities as outlined in previous level(s)

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**PRESCHOOL TEACHER
LEVEL 4**

JOB CODE NUMBER: EDIN0104
SALARY BAND: F

FLSA STATUS: EXEMPT

Level 4 positions typically demonstrate advanced knowledge of principles, practices, and procedures of a particular field of specialization and complete complex assignments; integrate complex elements from other specialties into work assignments; demonstrate a strong commitment to inclusionary practices which support diversity throughout the University; establish a shared vision and take responsibility for the achievement of team goals, and provide direction for appropriate implementation of plans; present ideas, concepts and instructions in a clear manner, and use persuasion and negotiation to build consensus and cooperation; ensure safe practices and environmental consciousness are exhibited in decisions; develop new techniques, concepts, theories, programs or solutions and apply them to complex strategic operating issues; typically work independently on complex work assignments, review progress and evaluate results and update management as appropriate; may direct and delegate work to lower-level staff.

Typical Experience/Education Guidelines:	Typical work activities:
<p>5+ years related experience</p> <p>Bachelor's Degree or higher</p> <p>Or an equivalent combination of education and experience</p> <p>Required Certifications, Registrations or Licensure: Act 34 Clearance; PA Child Care Clearances; FBI Fingerprinting; Physical Exam; Tuberculosis Test; May be required to hold PA Early Childhood Education Certification for Pennsylvania PA Pre-K teacher position</p>	<ul style="list-style-type: none"> • Supervising, train, and develop staff, students, and work study staff; advise director/coordinator of staffing needs • Coordinate and implement development lesson plans, maintaining records, and ensuring a safe and supportive classroom environment • Plan, coordinate and implement parent involvement programs • Assess children and maintain records • Provide various reports to management • Maintain classroom security • Communicate with management on classroom, personnel and other issues • May complete various administrative tasks • Serve on search committees as assigned • Oversee child/teacher assignments • Serve as a "master" teacher • Oversee program in absence of program administrator • May perform additional work activities as outlined in previous level(s)

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**PRESCHOOL TEACHER
LEVEL 5**

**JOB CODE NUMBER:
SALARY BAND:**

FLSA STATUS:

Level 5 positions typically extend mastery of job knowledge to the principles, theories and practices of related specialties; expand knowledge of best practices and incorporate into all work assignments and procedures; evaluate and enhance current practices and efforts to ensure optimal support of diversity; oversee leadership of teams and projects that involve extensive cooperation and coordination between multiple departments across the University or with external customers; prepare written and/or verbal presentations or proposals on highly complex issues and deliver to a broad variety of audiences; identify and implement innovative solutions to important, highly complex strategic and/or operational issues which may involve unusual circumstances and incomplete or conflicting data; ensure safe practices and environmental consciousness are exhibited in decisions; work independently on highly complex or strategic assignments; may direct and supervise lower-level staff.

Typical Experience/Education Guidelines:	Typical work activities:
	<i>There is currently no Level 5.</i>

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