

# **DULIN COOPERATIVE PRESCHOOL JOB DESCRIPTION**

**Title:** TEACHER

**Salary Range:** Based on education, prior experience and other qualifications

**Hours:** Monday, Tuesday, Wednesday, and Thursday:

- 9:00am – 9:30am: Preparation of Classroom for Day's Activities
- 9:30am – 12:00pm: Morning Teaching Period
- 12:00pm – 12:30pm: Dismissal of Children and Clean-up
- Any additional daily time as may be necessary for fulfillment of teaching duties

Tuesday:

- 12:00pm – 2:30pm: "Enrichment" Class for kindergarten eligible students
- 2:30pm – 3:00pm: Dismissal of Children and Clean-up

Wednesday:

- 12:00pm – 1:30pm: "Lunch Bunch" for 3 – 5 year olds
- 1:30pm – 2:00pm: Dismissal of Children and Clean-up

Additional hours:

- Teachers will attend regular staff meetings
- Certain school-wide events throughout the school year
- Teachers are encouraged to participate in additional teaching opportunities, such as "Summer Camp" (2 weeks at the end of the school year)

**Preferred Qualifications:**

Experience teaching in a play-based curriculum. Bachelor's Degree in Early Childhood Education and/or related field and 3 years teaching children in a school setting, or equivalent.

**Ideal Candidate will:**

- Have experience with a co-op preschool environment
- Have experience implementing a play-based curriculum
- Have knowledge of developmentally appropriate practices for teaching children ages 2-5
- Use positive and supportive interactions with young children and their parents
- Be organized, punctual, responsible and committed to Dulin Cooperative Preschool's success and excellence in education
- Respect the diverse backgrounds and contributions of others

**Responsibilities include but are not limited to:**

- Teaching a class of children in a manner consistent with the philosophy and the goals of the Dulin Cooperative Preschool.
- Consulting with the Teacher-Director frequently on child development and curriculum planning
- Coordinating curriculum and materials with other classroom teachers
- Planning a daily schedule that allows for play-based development in all developmental areas (cognitive, physical, and social-emotional development), including circle times focusing on content, literacy and music activities

- Planning and providing a play-based learning environment, using a variety of interest centers, indoor and outdoor play and relevant field trips in the community
- Being responsible for the arrangement, decor, and learning environment in the classroom
- Reporting to the director any equipment repairs or replacements needed, maintenance needed in the room or elsewhere in the building or on the playground, and supplies that need to be reordered.
- Setting up and supervising the equipment and supplies needed for each day's class with assistance from the designated parents
- Coordinating and coaching parents in their role as classroom teaching assistants
- Attending staff meetings
- Attending orientation and membership meetings, as part of the required training hours supplied by Dulin Cooperative Preschool
- Holding conference with parents individually twice a year
- Holding school visits with children prior to the opening of school
- Attending special meetings and conferences when called, and occasional weekend or evening events as approved by the Executive Board.
- Making class-time observation visits to other classes if requested by Director
- Providing regular communication with parents, using email, bulletin boards and articles for the Monthly Newsletter
- Respecting and maintaining the confidentiality of student, family and school information
- Maintaining professional conduct and attitudes in working with parents and staff as well as visitors and the general public
- Maintaining required certifications including, but not limited to, CPR/FA, MAT, DHO, which will be paid for by Dulin Cooperative Preschool
- Providing proof of negative TB screening and be able to pass state required background checks
- Being able to lift 25 pounds, walk up and down stairs, and get up and down from the floor

**Benefits:**

- Positive and rewarding work environment
- Competitive Pay
- Generous Leave Allotments
- Workers' Compensation and Social Security Benefits according to the law as well as Accident and General Liability Insurance Coverage.
- Continuing Education Opportunities – 16 hours per year required and paid for by Dulin

**How to Apply:**

For more information about Dulin and/or to download the Employment Application, please visit our website at [www.dulinpreschool.org](http://www.dulinpreschool.org). To apply for this position, please send the following to [president@dulinpreschool.org](mailto:president@dulinpreschool.org) or Dulin Cooperative Preschool, Attn: Hiring Committee, P.O. Box 237, Falls Church, VA 22040:

- 1) Resume
- 2) Completed Employment Application

**Applications due by March 25, 2016**

*Dulin Cooperative Preschool is an Equal Opportunity Employer.*