



Islamic Services Foundation

Job Description

Job Title: Kindergarten Teacher – LHA

Position Type: Exempt

Reports to: Director of Preschool

Work Hours: 7:30 A.M. – 4:30 P.M.

The Kindergarten Teacher is responsible for fostering and facilitating the intellectual and social development of the children. Teaching in kindergarten includes planning, implementing and assessing lessons. You will teach children with patience and creativity. Kindergarten Teacher duties include designing a teaching plan and using activities and instructional methods to motivate children.

Responsibilities and Duties:

- Design and follow a complete teaching plan
- Teach alphabet and numeracy along with personal, social and emotional skills
- Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc) to motivate and stimulate children's abilities
- Observe each child to help them improve their social competencies and build self-esteem
- Encourage children to interact with each other and resolve occasional arguments
- Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
- Organize snack hours and supervise children to ensure they are safe at all times
- Assess students' performance and progress to ensure they are mastering the skills on regular basis
- Maintain an open line of communication with parents and provide appropriate information
- Monitor children's interactions and nurture cooperation and sharing
- Collaborate with other educators
- Maintain a clean and tidy classroom consistent with health and safety standards
- Participate in ongoing training sessions
- Read and stay abreast of current topics in education
- Utilize various curriculum resources
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students
- Tutor students on an individual basis
- Establish and communicate clear objectives for all learning activities
- Prepare and distribute required reports
- Manage student behavior in the classroom by invoking approved disciplinary procedures

Qualifications:

- Bachelor's degree of related subject from accredited university
- Texas teaching certificate
- Experience is preferred
- Excellent knowledge of child development and latest education theories and practices
- Familiarity with safety and sanitation guidelines for classrooms
- Excellent communication and instructional skills
- Ability to act as mediator between children



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- Cool-tempered, friendly and reliable
- Balance between a creative mind and a practical acumen
- Certification in child CPR