

Islamic Services Foundation

Job Description

Job Title: Preschool Teacher – LHA

Reports to: Director of Preschool

Position Type: Exempt

Work Hours: 7:30 A.M. – 4:30 P.M.

The Preschool Teacher is responsible for instructing students in a Preschool. They will prepare small children for kindergarten by easing them into organized education. They will teach them important elements that they will encounter soon after they enter school life.

Responsibilities and Duties:

- Develop a careful and creative program suitable for preschool children
- Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children
- 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 nap and snack hours and supervise children to ensure they are safe at all times
- Track children's progress and report to parents
- Communicate with parents regularly to understand the children's background and psyche
- 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 understanding of the principles of child development and preschool educational methods
- Familiarity with safety and sanitation guidelines for classrooms
- Excellent communication and instructional skills
- Ability to act as mediator between children
- Cool-tempered, friendly and reliable
- Balance between a creative mind and a practical acumen
- Certification in child CPR