JOB DESCRIPTION FOR THE POSITION OF PRESCHOOL CO TEACHER
Annette’s Preschool
Hinesburg, Vermont 05461

Summary  The Preschool Co-Teacher is responsible for the care and education of young children, ages 3-5. The Co-Teacher is responsible for creating a warm and nurturing relationship with each child, designing an environment that stimulates curiosity, and utilizing a dynamic “emergent” curriculum that is grounded in hands-on exploration and play. Using observation and assessment tools, the Co-Teacher documents each child’s growth and learning in relation to his or her developmental level and the Vermont Early Learning Standards. The Preschool Co-Teacher reports to the center Director and Assistant Director.

Essential Duties and Responsibilities

- Maintain an open, friendly, and cooperative relationship with each child and family to promote a strong home-school connection.

- Design classroom environment that promotes curiosity, hands-on exploration, problem solving, creativity, and is a model for positive social relationships.

- Plan and implement developmentally-appropriate curriculum consistent with Creative Curriculum and the Vermont Early Learning Standards to develop the “whole child”.

- Conduct observations of each child on a weekly basis to document each child’s developmental growth.

- Support and carry out the administrative tasks required for compliance with the Chittenden South Supervisory Union and Addison Northeast Early Learning Partnerships.

- Attend annual 6 hour workshop of Creative Curriculum GOLD (online assessment tool required by the Early Learning Partnership).
• Attend meetings or trainings required of this position that may/may not be during work hours (i.e. meetings with local kindergarten teachers, partnership meetings, transition meetings, EEE meetings, IEP meetings)

• Conduct parent/teacher conferences a minimum of twice per year.

• Inspect the school site and equipment for potential safety hazards; taking corrective action or informing the Director to prevent injuries.

• Comply with all Vermont School Age Licensing Regulations and Annette’s Preschool Employee and Policy Handbooks.

Preferred Experience and Qualifications

• B.A. in Early or Elementary Education. VT State Teaching License Preferred.

• Minimum 2 years (+) experience developing and implementing developmentally appropriate and meaningful curriculum for children (age 3-5 years) in home or center based settings.

• Experience observing and assessing children (ages 3-5).

• CPR/First Aid training very helpful.

Required Skills and Abilities

• Display a genuine disposition for engaging children and promoting curiosity and learning.

• Knowledge of both the Common Core and VELS standards.

• Have the ability to work both independently and cooperatively with other staff members.

• Be professional, punctual and prepared.

• Be familiar with the legislature related to Act 62 and H.270.

Work Environment and Expectations

Annette’s Preschool is a 4 STAR early care and education program that views each child as an individual with a unique developmental profile. Through age appropriate programing, Annette’s serves children age 6 weeks to 12 years. The mission of Annette’s Preschool is to achieve the highest level of professional development, build a community where families feel connected to one another and to the wider community, and to cultivate sustainable environmental choices and business practices to create a healthy environment for the children and teachers who care for them.

General Pay and Contract Provisions

• 40 hour work week with hours between 7:00AM and 5:30PM.

• Competitive compensation commensurate with education and experience.

• Benefits available.
To Apply

Send cover letter and resume to jobs@annettespreschool.com.