



# Annette's Preschool

A Smart Start Academy

**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 programming, 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](mailto:jobs@annettespreschool.com).