

**Job Purpose:**

Teach early childhood literacy, math, social science, music/movement, art and nature study to preschool age children. Promote physical, mental, and social development. Candidates must have bachelor or master's degree in early childhood education.

**Essential Duties and/or Responsibilities:**

- Teach basic skills outlined in the Kids Express Learning Center Curriculum Outline.
- Establish and enforce rules for behavior, and policies and procedures required by Wisconsin Licensing .
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and interests.
- Read quality literature to entire classes, small groups or individuals.
- Demonstrate activities to children.
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Prepare children for success in elementary school by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to parents.
- Prepare and implement programs for students requiring extra help.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Organize and lead activities designed to promote physical, mental, and social development such as games, arts and crafts, music, and storytelling.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements established by KELC, the State of Wisconsin and NAEYC.
- Guide and counsel students with adjustment or academic problems, or special academic interests.
- Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage.
- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations.
- Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of programs.