

## Lead Mixed Age (3-5) Preschool Teacher Job Description

### **Qualifications:**

To be qualified as a Lead Teacher for the Mixed Age Preschool class at Northern Lights Guardianship, Inc, one must possess a positive attitude towards professional growth and a willingness to study and explore nature-and play-based curricula and Waldorf philosophy, through individual and group study and one of the following:

1. an Associate degree in Early Childhood, Child Development or a related field; or
2. Child Development Associate Credential or other Office-recognized credential specific to the preschool developmental period and one year of experience related to caring for children; or
3. NYSED Birth to 2nd grade teaching certification; or
4. Waldorf certified teacher; or
5. 9 college credits in Early Childhood, Child Development or a related field, with a plan of study leading to an Child Development Associate Credential, other recognized credential specific to the preschool developmental period or an Associate's degree in Early Childhood, Child Development or a related field and two years of experience related to caring for children.

### **Job Goal:**

To provide a warm, nurturing, creative environment with a nature- and play-based curriculum that upholds many of the values and qualities of the Waldorf philosophy.

### **Job Responsibilities:**

1. Develops a creative, nurturing program for the children that is nature- and play-based using the Waldorf philosophy and curriculum as inspiration. This includes creating a daily rhythm with a close to a third of the day outdoors in most weather conditions, indoor free play time, nature-based stories and circles (delivered orally and/or with puppets), natural craft activities, and healthy snacks. Programming should meet the core competencies of the New York State Core Body of Knowledge and Competencies from the New York State Early Childhood Advisory Council.
2. Maintains daily attendance and health records. Conducts developmental assessments of each child using the specified developmental screening tools.
3. Models healthy relationships and behavior for children and parents, developing partnering relationships and encouraging parent participation.
4. Communicates regularly with parents through a monthly newsletter, parent teacher conferences that are held twice per year, emails, Class Dojo, and phone calls as needed. Writes one report per child annually, around the time of their birthday, commenting on the social, emotional, and physical development of the child.
5. Strives for excellence in the creation and maintenance of the classroom environment. Maintains a clean, safe and healthy classroom environment, including classroom supplies and equipment.
6. Attends and participates in staff meetings and seasonal festivals that promote community and add to the life of our families. This includes making each preschool child a handmade gift for their birthday and preparing a short, in-class circle to celebrate their life.
7. Presents oneself in a professional manner, which includes behavior, dress, and personal hygiene. Must be physically able to move with the children, promoting healthy activity.

8. Works towards a productive professional relationship with colleagues, including supervising and/or mentoring assistant teachers in the room.
9. Participates in paid continuing education each school year: 15 hours according to the 10 topic areas of the NYS OCFS; attends workshops, conferences, classes and observes other nursery or preschool programs that may be inspired by the Waldorf philosophy or offered through Lifeways programs; and creates and maintains an Aspire Registry.
10. Opens the classroom to visitors for enrollment events and when otherwise appropriate.

### **Schedule and Compensation**

Daily class size is between 12 and 18, 3-5 year old children. Work calendar generally follows the SLCSD calendar and also approximately 7-8 weeks of summer care.

- Daily Hours: approximately 8 am-4 pm (or 8:30-4:30)
- 8 am-9 am on site planning\*  
\*planning time includes lesson plans, phone calls, emails, conferences, training, faculty meetings
- 9 am-1 am class contact time
- 1 pm-1:30 pm lunch
- 1:30 pm-2:30 pm on site planning time\*
- 2:30 pm-4 pm, in class as needed or additional planning time outside of class\*\*  
\*\*Some aspects of this schedule are negotiable for the right candidate
- salary range \$44,500-\$52,000
- Health, dental, and vision benefits through the North Country Chamber of Commerce
- paid training
- 50 % tuition remission
- 72.5 hrs paid time off or sick time, 37.5 hrs paid federal holidays

Northern Lights Guardianship, Inc. is an equal opportunity employer in that we do not discriminate and will take active measures to ensure against discrimination in employment, recruitment and advertisement for employment, compensation, termination, promotion, and other conditions of employment against any employee or job applicant on the basis of race, creed, color, national origin, religion, sexual orientation, or gender identity. Likewise, this policy extends to the admission of students and families in that we welcome and admit students without regard to race, creed, color, national origin, religion, sexual orientation, or gender identity.