



Job Description

Job Title: **Preschool Educator**
Supervisor: **Family Literacy Coordinator**
Schedule: **M – Th 12 pm to 3:30 pm; Approximately 15 hrs/wk; hours could increase based on enrollment**
Starting wage: **\$16/hr**

COVID Vaccine and on-site mask-wearing are required.

Please send cover letter and resume to:
Monique Smith
Learning Lab
308 E. 36th Street, Garden City, ID 83714

Job Summary

The Family Literacy Preschool Educator (PE) is a vital and integral member of the Education staff that provides 4 component family literacy services (adult education, child education, Parent and Child Together time -PACT- and parent time) to parents and their 0-5 year old children. The PE is responsible for teaching children ages 3-5 years old and managing classroom volunteers under the supervision of the Family Literacy Coordinator (FLC). The PE will collaborate with education staff, particularly the FLC, to plan and implement special projects, themes, PACT activities, and family nights. The PE will also support and mentor parents to help them become their child's first and best teacher.

Key Job Responsibilities

Direct daily classroom activities

- Prepare and implement developmentally appropriate activities for preschool children
- Supervise classroom volunteers
- Interact and engage with children, parents and volunteers in a positive, supportive and nurturing manner
- Provide and prepare daily nutritional snacks for the children
- Model and support appropriate interactions for parents as they participate in intergenerational activities during Parent & Child Together (PACT) time

- Create and encourage use of activities that extend and enhance classroom learning into families' homes
- Coordinate classroom and PACT activities with the Family Literacy Coordinator and other education staff

Provide safe, orderly & clean environment for children

- Assist with children's personal hygiene (i.e. toileting, hand washing.)
- Maintain sanitary conditions during food handling, play and craft activities, etc.
- Maintain clean-up routines such as sweeping and sanitizing toys daily
- Monitor safety of children at all times
- Monitor use of supplies and materials. Inform Family Literacy Coordinator if any supplies or materials are running low and need purchased.

Maintain records

- Observe and document children's developmental progress and share this information with parents and other appropriate educators
- Complete timely assessments of the children enrolled
- Document PACT observations
- Perform own word processing and secretarial duties
- Monitor outcomes with Family Literacy team to meet the needs and goals of the family
- Other duties as assigned

Program Management

- Research best practices for continuous quality improvement
- Assist with class placement decisions
- Participate in new student enrollment
- Participate in monthly Family Nights, on a rotating basis
- Attend and participate in scheduled Family Literacy and Early Childhood meetings
- Supervise classroom volunteers
- During times of distant learning, maintain connection with families through texts/e-mails, letters, and Zoom classes

Qualifications

- Bachelor's Degree in early childhood education preferred. Degree-seeking with emphasis in early childhood education, experience or related endorsement may be considered
- Experience in an early childhood classroom and related knowledge of high-quality standards
- Enjoys being with children and parents and is comfortable working with families from a variety of backgrounds who have a wide range of functional literacy
- Strong commitment to Learning Lab's mission

- Able to direct classroom activities & work cooperatively with a positive attitude & enthusiasm
- Strong oral communication and interpersonal skills, including the ability to participate as a team member
- Excellent work ethic: attendance, punctuality, dependable, trustworthy, and adherence to Learning Lab policies
- Patience and good humor
- Kind and considerate