



eliminating racism  
empowering women  
**ywca**

Job Title: **Pre-School Teacher**  
FLSA Status: Non-exempt  
Status: F/T  
Reports to: Site Coordinator/Program Director

Job Code:  
Job Grade:  
Department:  
Revision Date: 7/9/2018

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### **POSITION SUMMARY:**

This position supports the work of the Dubuque Community YMCA/YWCA, a leading nonprofit committed to strengthening community through youth development, healthy living, social responsibility, empowering women and eliminating racism. Provides pre-kindergarten education to children ages 5 and under. Provides a quality experience to children and parents that focuses on foundational skills and by stimulating the desire to learn by introducing students to questioning, experimenting and problem solving.

### **ESSENTIAL FUNCTIONS:**

1. Prepare lessons that meet educational requirements in an age-appropriate manner, and teach in a manner suitable for the ages of all participating students.
2. Familiar with Creative Curriculum and Teaching Strategies Gold
3. Use anecdotal and other assessment data such as MTSS to evaluate student learning, and differentiate instruction.
4. Manage a busy classroom environment, and provide the structure and discipline required for successful learning for everyone in the classroom
5. Be familiar with or be willing to be trained in PBIS (Positive Behavior Support Strategies)-in promoting a positive learning environment that promotes positive discipline
6. Help children meet educational milestone through personalized instruction and other supplementary assistance.
7. Collaborate with other teachers, instructors, and staff members to create an optimal learning and care environment.
8. Able to meet the demands and requirements of the State Wide Voluntary Preschool Program-record keeping, assessing, professional development, parent involvement opportunities.
9. Provide helpful feedback to parents and guardians on a regular or as-needed basis-both written and verbal communication to parents: classroom newsletters, calendars, discussions at pick-up and drop-off.
10. Work with diverse populations of children and adults from a wide variety of cultural backgrounds
11. Prepare lesson plans for student according to the age, developmental maturity, and needs of the children being taught, while including fundamental vocabulary, simple shapes, basic colors, letters, and numbers into the curriculum.
12. Address basic interpersonal skills, such as sharing, taking turns, and asking permission in the classroom.
13. Other duties as assigned.

**QUALIFICATIONS:**

1. Bachelor’s Degree in Early Childhood or Elementary Education
2. The degree must include completing a teacher prep program and include an approved human relations component.
3. State of Iowa teaching license for elementary education with an early childhood endorsement.
4. Ability to develop lesson plans that meet educational standards.
5. Familiarity with classroom management skills.
6. Strong communication skills and interpersonal skills.
7. Team player and able to multi-task.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee’s name

\_\_\_\_\_  
Employee’s signature

Today’s date: \_\_\_\_\_