

School Description

Parents Cooperative Preschool has been a state-licensed preschool since 1982. We are located in Fort Atkinson, Wisconsin and serve this and many surrounding communities.

At Parents Cooperative Preschool, parent involvement is the key to our success! Our genuine commitment to young children and their families has helped us earn an excellent reputation in the community.

Our Preschool is non-profit, founded and maintained by parents whose concern is to provide a quality educational experience for their children. At PCP, parents have the unique opportunity to work in the classrooms, giving them direct involvement in all aspects of the program while at the same time observing their child's growth and development in a creative learning environment.

Our mission is as follows:

1. To provide children ages two through five years with a creative play learning experience with emphasis on the development of socialization and emotional awareness, cognitive growth, and fine and gross motor skills.
2. To provide opportunities for parents to interact with other parents of preschool age children.
3. To provide parents with the opportunity to assist the classroom teacher, thus providing parental awareness of activities which could be used in developmental learning experiences when teaching preschoolers at home.
4. To provide these services at a minimal cost.

Job Description

Two-Year-Old Preschool Teacher

POSITION SUMMARY:

The two-year-old teacher is responsible for all aspects of the care and education for the children enrolled in his/her class. Responsibilities may include but are not limited to the following: physical care, developmental assessments, following age appropriate curriculum and facilitating supportive relationships with co-workers, parents and students.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

Responsibilities of this position will include but are not necessarily limited to the following:

Early Childhood Programming

- Ensure the safety of each child enrolled in the class.
- Maintain regular observation and evaluation of children's development and progress.
- Complete weekly lesson plans, goals and newsletters.
- Accept and maintain responsibility daily for the ordered arrangement, appearance, décor and cleanliness of the learning environment of the classroom.
- Plan and implement age and developmentally appropriate classroom practices that will include the areas of physical, emotional, social and cognitive needs of the child.

Interaction with Children:

- Serve as a role model for the children in the areas of attitude, speech and actions daily.
- Treat each child with dignity and respect.

- Encourage children's development in the areas of building self-confidence, problem solving and taking responsibility for their actions.
- Interact with each child daily through circle time, centers, snacks, free play, gym time, etc.
- Be consistent and loving when enforcing classroom management techniques.

Relationships with Parents:

- Respect the cultural and socioeconomic diversity of all parents.
- Communicate with parents through daily verbal contact, weekly emails and newsletters.
- Return all parent phone calls or emails within twenty-four hours.
- Greet parents daily as they drop off and pick up in a positive manner.

Supporting Staff Relationships

- Attend all scheduled staff meetings and pre-planned training sessions.
- Maintain current infant/child CPR and first aid certification.
- Attend Early Education Conference or other approved conferences annually.
- Complete 15 hours of professional development annually.

PHYSICAL REQUIREMENTS:

- Consistently able to observe and respond to children's needs, emergencies, and/or conflicts that might occur in the classroom or in the gym.
- Consistently able to supervise up to eight children at a time.
- Consistently able to lift children up to 50lbs from floor.
- Consistently able to kneel or crouch down to maintain eye contact at child's level.
- Consistently able to sit on the floor to work with children.
- Consistently able to react to a child that is 20-30ft away within 30 seconds.
- Consistently able to respond to children's first-aid needs, which may include cuts, bruises, blood and bodily fluids.
- Consistently able to establish clear communications orally and in writing to children, parents, co-workers and administration.
- Consistently able to deal effectively with the stress involved in working closely with children and their families.

Application Information

Parents Cooperative Preschool is seeking a dynamic teacher who is passionate about Early Childhood Education and can foster a love of learning, exploration and independence in young children.

Qualified candidates must possess a Bachelor's Degree in Education and have 2+ years' experience in an early childhood classroom.

Please send a letter of interest, resume and 3 current letters of recommendation to Parents Cooperative Preschool, 320 S. Main St, Fort Atkinson, WI 53538 or email all items to parentscoop@att.net