

Holly Springs Center
120 Holly Springs School Rd
Pickens, SC 29671

JOB DESCRIPTION – PRESCHOOL TEACHER

Summary of Position

A teacher at the Preschool at Holly Springs Center is responsible for overall daily management of their assigned classroom. The Preschool Teacher is also responsible for communication with class parents, the Preschool Director and Executive Director of Holly Springs Center. The position requires attention to detail, planning ahead, flexibility, and an ability to deal with the unexpected.

Accountability

Reports to the Holly Springs Center Preschool Director.

General Responsibilities

- Plan age appropriate activities for the classroom that are diverse and engaging
- Plan age appropriate transitions for the class
- Engage with students during all activities and transition times
- Implement HSC policies
- Communicate regularly with other staff and class parents

Daily Responsibilities

- Arrive by 8:00 am to help with arrivals
- Greet cars/students upon arrival or wait in classroom for students (per schedule)
- Handle poor behavior choices/discipline problems
- Assist with dismissal of children
- Respond with kindness and respect to students and other staff members

Weekly and Monthly Responsibilities

- Attend monthly staff meetings
- Assist in planning field trips and in-school events, as necessary
- Provide lists of classroom supplies and other needs to the Preschool Director in a timely manner

General Qualifications

- Welcoming, open and helpful manner
- Neat and presentable appearance
- Respect for confidentiality of information
- Ability to work with a variety of personalities in a flexible yet structured environment
- Good communication and supervisory skills
- Ability to work independently and with others to set and accomplish goals

Specific Qualifications, Education, and Training

- Teaching or childcare experience preferred
- Knowledge of DSS and DHEC guidelines for preschools and day care centers
- Excellent communication skills
- Maintain all DSS required certifications for preschool employees

The above describes the general nature and level of the work performed by an employee assigned to this position, but is not an exhaustive list of all duties.