



## JOB DESCRIPTION

**POSITION TITLE:**        **Preschool Co-Teacher**  
**REPORTS TO:**            Preschool Lead Teacher & Early Childhood Education Director  
**STATUS:**                 Full-Time

**Families Forward Learning Center's** (FFLC) mission is to prepare families living in isolation and poverty to succeed in school and in life through two-generation learning programs. To fulfill our mission, we provide free social services and educational programs to low-income, at-risk families with children ages 0-5. In all programs, parents and children are on-site, engaged in their own comprehensive curricula. Programs successfully increase literacy levels, educational outcomes, and the emotional well-being of both generations.

### **Position Overview**

The Preschool Teacher, working under the supervision of the Lead Preschool Teacher, will teach children in a developmentally and culturally appropriate program. Working in a team-teaching environment, the preschool teacher will have the following responsibilities.

1. Plan, prepare, implement, and manage a developmentally and culturally appropriate program for children in a team-teaching environment.
2. Assess individual and group needs and provide appropriate experiences within each developmental area, taking into consideration children with IEPs, their IEP goals, and accommodations.
3. Assume responsibility for planning, providing, and evaluating indoor and outdoor environments, activities, and routines which:
  - Are safe and secure
  - Prevent Accidents and Illness
  - Encourage play and exploration
  - Promote problem solving and learning
  - Are developmentally appropriate
  - Promote growth in all developmental areas
  - Reflect children's learning styles
  - Meet the needs of all children
4. Maintain children's portfolios by collecting and organizing anecdotal records and other materials.
5. Complete children's evaluation and other assessment tools as needed in the program.
6. Provide a nurturing, responsive, safe, and healthy indoor and outdoor learning environment that responds to the needs and interests of individual child.
7. Supervise and directly interacts with children in a warm and positive manner.
8. Listen to children and always use respect and sensitivity when communicating with children, both verbally and non-verbally.

9. Follow agency policies and procedures for health and safety.
10. Supervise, mentor, and support floater teachers.
11. Works cooperatively with other staff members and accepts supervision and helps promote a positive atmosphere.
12. Build a trusting relationship with each parent in an ongoing and positive manner to support each child's development.
13. Maintain ongoing, open communication with parents.
14. Support parents when they assist in the children's program.
15. Attend weekly staff meetings and monthly planning meetings.
16. Carry out Families Forward's mission, vision, and values.
17. Perform other duties as assigned.

### **Qualifications**

- Minimum 12 units/24 units preferred, of ECE plus 16 general education units that meets the California Department of Education Teacher permit level
- 3-5 years' experience working with young children
- Dedicated to plan, implement, and promote high-quality child-development program
- Experience working with families from diverse backgrounds
- Value and respect input and suggestions from team teaching setting

### **Work Environment/Work Schedule**

- Be able to lift 30 lbs.
- Be able to walk, squat/kneel, push/pull, twist, turn, bend and stoop and sit on floor.
- Be able to see, hear, speak with children.

### **Benefits**

- This is a full-time (40 hour/week, 12 months/year) non-exempt position.
- Medical and dental plan.
- Retirement 403(b) Plan.
- Vacation, sick, and paid holidays.

**Email Cover Letter and Resume to Executive Director Elva Sandoval at  
[Elva@FamiliesForwardLC.org](mailto:Elva@FamiliesForwardLC.org)**

**[www.FamiliesForwardLC.org](http://www.FamiliesForwardLC.org)**