



JOB DESCRIPTION

POSITION TITLE: **Preschool Teacher**
REPORTS TO: **Early Childhood Education Director**
STATUS: **Full-Time**
COMPENSATION: **\$23.00-\$24.50/Hour, based on experience and education**
START DATE: **Monday, July 27, 2026**

Families Forward Learning Center (FFLC) is a 501(c)3, non-profit organization whose 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 early childhood education and social services to low-income families with children ages 0-5. Our programs successfully increase literacy levels, educational outcomes and the emotional well-being of both generations. More information at www.familiesforwardlc.org.

Position Overview

The Preschool Teacher, working under the supervision of the Education Director, will facilitate children's learning in a developmentally and culturally appropriate program. Working in a team-teaching environment, the preschool teacher will have the following responsibilities.

1. Plan, prepare and implement a developmentally and culturally appropriate experience using an emergent hands-on curriculum
2. Provide group and individualized experiences within each developmental area, including the integration of children's IEP goals and accommodations
3. Assume responsibility for creating and maintaining indoor and outdoor 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 differing learning styles
4. Complete DRDPs and other assessment tools as needed in the program
5. Knowledge and experience with CLASS and ECERS
6. Maintain children's portfolios by collecting and organizing material evidence of each child's development throughout the year
7. Complete biannual parent teacher conferences
8. Complete a minimum number of annual professional development hours
9. Maintain active permit status

10. Create a nurturing, responsive and secure environment that responds to the needs and interests of each individual child
11. Follow Families Forward and California Department of Education policies and procedures
12. Work cooperatively and collaboratively with staff members to create a positive and productive work environment
13. Build trusting relationships with parents in a supportive manner with open-communication
14. Support parents when they volunteer in the children's program
15. Attend required meetings including monthly staff development days
16. Carry out the mission, vision and values of Families Forward
17. Perform other duties as assigned

Qualifications

- Minimum AA degree in Child Development/Early Childhood Education or similar field with at least 24 units in Early Childhood Education
- BA preferred in Early Childhood/Child Development/Human Development or related field
- Active Teacher Permit
- Minimum 3-5 years experience working with children 0-5
- Experience working with families from diverse backgrounds
- Value and respect for a team co-teaching setting

Requirements

- Background check
- TB test, physical, first aid/CPR
- Mandated Reporter
- TDAP and MMR vaccinations
- Be able to lift 30lbs
- Be able to walk, squat, kneel, push,pull, twist, turn, bend and sit

Benefits

- This is a full-time (40 hour/week, 12 months/year) non-exempt position (8am-5pm)
- Medical/dental/vision plans
- Retirement 403(b) Plan
- Vacation, sick, and paid holidays
- One week paid holiday in December
- Permit upgrades or renewals paid by Families Forward
- Professional development opportunities

You may also apply directly on Indeed or email your resume directly to

Angela@familiesforwardlc.org

I acknowledge that I have read and understand my job duties and responsibilities and that I am capable of performing the essential functions of the job description.

Employee Name: _____

Employee Signature: _____ Date: _____