

Preschool Teacher

POSITION STARTS: August 20, 2018

SALARY: \$28,000 to \$31,000 DOE

STATUS: Full time, exempt

ABOUT US: PJA's child-centered preschool is a warm and stimulating environment that encourages learning through exploration, play, and the arts. Children cultivate a love of learning through developmentally-appropriate curriculum. Specialists teach enrichment classes including art, Hebrew language, music, movement, and weekly visits to the library. Children explore Jewish life by celebrating holidays, Shabbat, values and community. Small classes support individualized attention and personal growth.

JOB SUMMARY: The Preschool Teacher is responsible for the creation and delivery of developmentally appropriate curriculum in an early childhood education program. This position is responsible for maintaining a consistently safe and nurturing learning environment; helping children explore their interests and develop their skills; and building children's self-esteem as they learn how to work with others.

ESSENTIAL DUTIES (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.):

1. Establish and maintain a safe learning environment that is responsive to the social/emotional, physical, cognitive, and language development of children in assigned classrooms. Plan each day's activities to ensure a well-balanced program that includes individual and group play, and active and quiet time.
2. Develop and implement daily curriculum; develop and maintain lesson plans. Provide direction and work closely with co-teachers in implementing planned lessons. Ensure that all associated records are complete and properly maintained. Compile and submit required statistical reports, narratives, and incident reports.
3. Lead and participate in all classroom and play activities; monitor participants; respond to behavioral issues as they arise. Supervise participants to ensure safe play. Effectively communicate with children at their individual developmental levels. Model appropriate problem solving behavior. Implement discipline and safety measures as necessary.
4. Meet with parents to discuss each child's progress and needs; maintain portfolios for each child and use as a tool document progress. Observe, evaluate and communicate effectively with children, parents and other staff. Maintain confidentiality.
5. Serve meals in accordance with proper hygiene standards; maintain food handler's card.
6. Attend and participate in required staff trainings and meetings; participate in special programs as required.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Bachelor's degree in early childhood education or related discipline preferred, AND
- Two years of responsible experience teaching preschool-age children in a certified education program; AND
- Current First Aid and CPR certifications; AND
- Food Handler's Card; AND
- Enrollment in the Oregon Central Background Registry.
- Knowledge of early childhood curriculum development; knowledge of child development.
- Knowledge of classroom management and developmentally appropriate behavior management techniques.
- Knowledge of age appropriate activities.
- Knowledge of safe food handling.
- Ability to communicate effectively children at their individual developmental levels.
- Ability to effectively execute lessons and activities.
- Ability to evaluate and record progress.
- Ability to organize and execute work independently.
- Ability to supervise and manage groups of varying sizes.
- Ability to meet and deal courteously and effectively with other employees, students, parents, and the public.
- Ability to remain calm and use good judgment during confrontational or high-pressure situations that may arise.
- Ability to support the PJA and its leadership.
- Ability to work assigned schedules.

PHYSICAL REQUIREMENTS OF THE POSITION: Work is performed in an environment that is quite noisy and busy, and may include exposure to biological conditions including body fluids and waste, germs, and childhood illnesses. Physical requirements may include lifting children or heavy items (up to 50 pounds unassisted), bending stooping, reaching, standing, climbing and walking. Work requires vision and hearing within normal ranges. Work requires speaking ability sufficient to communicate effectively with students.

BENEFITS:

In addition to being a great place to work, the PJA offers the following benefits package to our employees. As a FT Employee of the PJA, you are eligible to participate in our Medical (fully or partially employer paid depending on the plan you select), optional Dental, LTD plans and a 401k plan. We also offer a generous time off plan including: Sick Leave, School Vacation & Holidays, and Personal Time (PTO-3 days/year). Free membership to the MJCC (www.oregonjcc.org) and tuition discount for children of our employees round out this generous benefits package.

TO APPLY: To apply online or download application materials, go to our website: www.pjaproud.org (select "About Us," then select "Employment"). A completed PJA application is required; uploading a resume and cover letter is optional and does not replace the application form. Applications may also be obtained at Portland Jewish Academy, 6651 SW Capitol Hwy, Portland OR, 503-244-0126.

PJA is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.