



## Westminster Kindergarten

The Director of Westminster Kindergarten, a part-time preschool for ages 3-5, is currently interviewing teacher candidates for the 2008-2009 school year. Please send resumes to [rebeccab@nashvillewpc.org](mailto:rebeccab@nashvillewpc.org).

Title: Early Childhood Teacher

Qualifications: Must have or are working on an associate's or baccalaureate degree or equivalent in early childhood education, child development-family studies, early childhood special education or elementary education with a concentration in early childhood education or the equivalent, or has a minimum of a Child Development Associate (CDA) credential. Have a degree (associate's or higher) outside of the early childhood field and three or more years of work experience in an NAEYC-accredited program, have a degree (associate's or higher) outside of the early childhood field with three or more years of work experience in a non-accredited program and at least 30 contact hours of relevant training during that past three years.

Desirable personal qualifications include:

- Sensitivity to the needs of children and their families.
- Knowledge of what constitutes a sound educational program for young children which recognizes a child's needs at the social, emotional, physical, and cognitive levels.
- Warm and friendly personality which understands each person to be a special and unique human being.
- Genuine desire to work with parents.
- Willingness and ability to work with co-professionals in planning and implementing educational programs.
- Desire to continue own professional growth by reading, studying, attending conferences, etc.

Responsibilities: The teacher, in consultation with his/her teaching partner, shall be responsible for a given classroom. Together, they will work to meet the needs of the children in the class. Specific responsibilities will include, but will not be limited to the following:

1. Jointly assume basic responsibility for curriculum planning and for room preparations.

2. Prepare recommendations, upon parents' request, for children applying to independent schools.
3. Attend evening parent meetings, open house, and special functions as scheduled.
4. Assist director in orienting new teammate to class.
5. Work with students from local universities as needed.
6. Maintain adequate records on each child.
  - a. Attendance
  - b. Accident form
  - c. Documentation on each child's progress during the school year which could include anecdotal notes, checklists, and a portfolio.
7. Maintain meaning channels of communication with parents
8. Attend weekly staff meetings (Mondays 12:30-1:30). Meet with other teachers for the purpose of curriculum planning.
9. Maintain an orderly, safe, and healthy environment for children in class. Be responsible for his/her share of communal responsibilities such as setting up for outdoor play, keeping cabinets and supply shelves neat and orderly.
10. Be a member of the Nashville Association for the education of Young Children and read Young Children as well as other professional literature. Attend a limited number of conferences and workshops throughout the year.
11. Assist and support the Director and maintain open and harmonious communications with Director, the Staff, and the Kindergarten Committee.