

Sul Ross State University
Position Description

Official Title: Preschool Specialist

Salary Group: 2

Job Code: 5344

Summary

Function: Lead teacher of 3-4 year olds and responsible for preparing 4 year olds for Kindergarten. Provides supervision, a safe and effective environment, set of activity programs for continually changing population of young children in a daycare setting. Prepares and/pr serves snacks and maintains appropriate records and documentation.

Scope: Position is full time and will depend on enrollment and revenue.

Duties

Essential: Provides individual and/or group direction, guidance and supervision of the children in the performance of development activities; leads and directs children in teaching activities as appropriate to age and ability; participates and/or assists in the planning and implementation of daily instructional and developmental activities for children; instructs, guides, and/or supervises children in the proper and safe use of facilities and equipment; performs nutrition and hygiene procedures as necessary for children too young or otherwise unable to provide for themselves; serves meals and/or snacks to children as appropriate; may lead, guide and train staff/student employees, interns and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation; performs miscellaneous job-related duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Sul Ross Child Car and Family Support Center Director and Assistant Director

Given:

Education

Required: High School graduate or GED

Preferred: Bachelor's Degree in Early Childhood Education

Experience

Required: Experience with young children in a classroom setting

Preferred: One year in a licensed child care facility

Equipment/Skills

Required: First Aid/CPR

Working Conditions

Usual: Day Care environment. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: September, 2009