

Job Title: Early Learning Program Coordinator / Preschool Teacher

Location: Avery School District

Reports To: Superintendent

Classification: Classified, Full-Time, School Year Position with Summer Duties

Pay Range: Based on experience and training per district classified staff salary schedule

Start Date: August 2025

Job Summary:

The Early Learning Program Coordinator/Preschool Teacher supports high-quality early childhood education by delivering developmentally appropriate instruction while also assisting in the coordination of preschool operations and compliance with program standards. This classified position is responsible for providing direct care and education to preschool-aged children, training on and utilizing District curriculum, ensuring a safe and engaging learning environment, and supporting program logistics. The role includes mandatory summer training and cleaning duties.

Key Responsibilities:

Instructional & Classroom Duties:

- Implement developmentally appropriate daily routines and activities aligned with district and state early learning standards.
- Support the social, emotional, cognitive, and physical development of children through play-based learning and structured instruction.
- Create and maintain a clean, organized, and safe classroom environment.
- Observe, document, and report on student progress and behaviors.
- Provide individualized support to children as needed.
- Maintain confidentiality and professionalism in interactions with children, families, and staff.
- Behave professionally in dress and conduct, maintain confidentiality, and follow district, school, and classroom protocols
- Participate in staff meetings, training sessions, and professional development opportunities as required
- Work as a team and support positive school culture
- Other duties as assigned

Program Support & Coordination:

- Assist in coordinating preschool operations, including enrollment processes, scheduling, and communications with families.
- Ensure compliance with health and safety regulations, licensing standards, and district policies.
- Participate in school-wide early learning activities, assessments, and transition planning.
- Collaborate with colleagues and community partners to support family services and early intervention efforts.
- Attend and contribute to staff meetings and in-service training.

Family & Community Engagement:

- Establish positive, respectful relationships with families and caregivers.
- Provide regular communication about classroom activities and child development.
- Participate in family engagement events, conferences, and community outreach.

Summer Duties (Mandatory):

- Participate in scheduled summer professional development, training sessions, and program planning.
- Assist with classroom and facility cleaning, organization, and preparation for the upcoming school year.

Qualifications:**Required:**

- High school diploma or equivalent
- Experience working with preschool-aged children in an educational or care setting

- Ability to pass a background check
- Strong interpersonal, organizational, and communication skills
- Willingness to participate in ongoing training and professional development

Preferred:

- Associate's or Bachelor's degree in Early Childhood Education or related field
 - First Aid/CPR certification
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Work Environment & Physical Requirements:

- Active classroom environment requiring frequent walking, standing, lifting (up to 25 lbs), and interaction with young children
 - Exposure to noise, movement, and potential mess associated with preschool settings
 - Occasional evening or weekend work required for special events or trainings
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Application Process:

Submit the following materials:

- Completed district application form
- Resume
- At least two references
- Relevant transcripts or training certificates (if applicable)

Application Deadline: June 5, 2025