

**UPK Teacher Sought**

St. Luke's, Woodhaven is in need of a ½ day UPK teacher beginning September 2014 for the start of the new school year. All applicants need to be NYS Certified in Early Childhood Education.

St. Luke's Nursery School	Job Description	UPK Teacher
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87-34 85 <sup>th</sup> Street, Woodhaven, NY 11421		
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	718-296-6683	
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Director: Elaine Tellstone

Qualifications:

- B.A in Early Childhood Education and NYS Certified in Early Childhood Education
- First Aid and CPR Certified, Mandated Reporter, (SCR) Criminal Review, DOI Fingerprinting
- At least one year experience working with preschool children
- 3 Professional/Personal references
- Physical examination
- Infectious diseases training

Duties and Responsibilities include, but not limited to:

- Create a classroom instructional program following age appropriate lessons
- Ensure units and lesson plans are aligned to the Common Core Standards
- Ensure centers reflect the current unit
- Provide attention to children's individual needs and talents
- Maintain and promote good rapport with students, parents, staff members and church staff
- Attend professional development meetings
- Maintain a safe learning environment
- Maintain a portfolio for each student with student's work samples
- Follow Work Sampling System (W.S.S.) checkpoints for Narrative completion
- Ensure W.S.S summaries are completed for all students
- Make informal and formal observations of the children
- Conduct parent teacher conferences
- Provide weekly lesson plans to the administrator
- Provide monthly units
- Report to Educational Director and administrator
- Conduct monthly fire drills
- Adhere to DOH and DOE regulations
- Follow work schedule and be punctual