

## **Orckids preschool**

### **Full Time Preschool Head-Teacher**

As an established a bilingual, multicultural preschool in Albany California, our program implements a dynamic, play-based curriculum that incorporates artistic and practical activities into the daily schedule.

The position is a Full-time position for Monday through Friday, 8:00 am to 6:00 pm.

#### **Qualifications:**

24 ECE units and minimum 3 years of experience working in preschool.

Excellent communication and writing skills.

Self-motivated, responsible, driven and works well with minimum supervision.

Organized and great time management skills.

Ability to communicate professionally with Community care Licensing, parents, and staff.

Ability to create and implement lesson plans and curriculums.

Interact with parents in a positive, and friendly manner.

CPR and First Aid Certified.

#### **General Responsibilities:**

Develops and carries out lessons plans.

Report to Director and guide the teachers

Contribute in food preparation and distribution, help the children to eat, drink, and develop their skills

Changing diapers and helping the children to get potty trained.

Works independently and with other team members.

Update parents about their child's progress

Be the face of the school and represent the loving and nurturing ideals.