Crystal Springs Cooperative Preschool

Preschool Teacher Job Opportunity

Job Description:

Crystal Springs Cooperative Preschool is seeking a dedicated and enthusiastic part-time teacher to lead a developmentally appropriate, play-based curriculum for children ages 3–4 and 4–5.

The teacher will be responsible for planning, implementing, and assessing engaging learning experiences that support children's growth and development. This role also includes collaborating with parent educators in the classroom, leading parent orientations, and supporting ongoing parent education.

The ideal candidate will participate in ongoing professional development, contribute to school board meetings, and collaborate with the board to support the school's continued growth and development. A commitment to the philosophy and values of cooperative education, including family involvement, collaboration, and community building, is essential.

Official Start Date: July 1, 2027

Training Starts: On-Boarding date TBD

Class Schedule:

The teacher will be responsible for the following classes. There is the possibility of the preschool hiring more than one Teacher, so please feel free to apply even if you are only interested in teaching one of the 2 classes.

- 3day - Monday, Wednesday and Thursday: 9am - 11:30am
    - Up to 21 (3 to 4 students) with ⅓ of caregivers in class
- PreK - Monday, Wednesday and Thursday: 12pm - 2:30pm
    - Up to 25 (4 to 5 students) with ⅓ of caregivers in class

Mandatory additional hours required.

Compensation:

2027-2028 salary scale: $18,000 - $20,000 dependent on experience

Teacher's Responsibilities:

- *Summer:*
    - Preparation for the 2027-2028 school year
    - Conduct tours for new families during the summer of 2027 and as needed during the 2027-2028 school year. These will take place in-person at Crystal Springs Preschool
    - Help plan and execute board retreat
    - Plan and conduct tours for "Open House". This will be done in-person at Crystal Springs Preschool
    - Attend and aid Board with school orientation
    - Communicate with Vice Chair on committee jobs
    - Provide a copy of your current first aid/CPR certification
    - Comply with PCPO's recommended certifications (ex. child abuse prevention training every 2 years and having a Food Handlers Permit)
- *During School Year:*
    - Set classroom up prior to class starting
    - Prepare mid-school progress report
    - Communicate with Director on low school supplies inventory
    - Hold parent-teacher conferences in the spring for PreK class
    - Lead/Plan PreK graduation with assistance from PreK parents
    - Ensure regular communication to classroom coordinators about plans for the class
    - Plan and implement a developmentally appropriate, play-based curriculum that supports children's social, emotional, intellectual, and physical growth
    - Serve as a model for parents by guiding appropriate early childhood philosophy and classroom practices during small groups during "parent ed" time
    - Support and collaborate with working parent volunteers during classroom activities
    - Establish and maintain compassionate, constructive relationships with children and adult learners

Attend:

- Teacher Parent Child Preschool Organization (PCPO) meetings
- Monthly Crystal Springs Cooperative Preschool Board meetings
- Monthly faculty meeting - done by Google Meet
- Additional workshops, trainings, and special school events as listed on the school calendar and in the Preschool Teacher contract

Qualifications:

- Training and/or experience in early childhood education
- Associate degree or certification in Early Childhood Education preferred
- Working towards or current teaching license preferred
- Excellent communication and strong organization skills
- Ability to work positively and cooperatively with parents and staff
- Cooperative school experience, as a teacher or parent teacher, preferred
- Ability to obtain First Aid & CPR certification upon hire
- Ability to pass a background check
- Ability to get food handlers permit upon hire

Benefits:

- Competitive pay paid monthly for the 12 month school year (July 1 - June 30)
- Paid sick leave
- Paid federal holidays and paid school closure

To Apply:

Submit resume and cover letter to chair@crystalspringspreschool.org and cochair@crystalspringspreschool.org