



Preschool Teacher Job Description

Title: Preschool Teacher, Mountain Resource Center Preschool
Reports to: Director of Mountain Resource Center Preschool
Status: 22 hours per week/Non-exempt
Pay Range: \$21.00/hour

Mission: We engage our community with essential services that empower all people to thrive.

Vision: A community that is healthy, secure, and connected.

Scope: Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. This agency takes a multi-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Family Education, and Case Management, all working in tandem to make a positive impact on the community.

Position Summary: A dedicated preschool teacher within our nonprofit organization, you'll spearhead the education and development of young learners from diverse backgrounds. Your role involves creating and implementing engaging curricula that promote social, emotional, and cognitive growth. With a commitment to inclusivity and equity, you'll foster an environment that encourages creativity, curiosity, and a love for learning. Collaborating closely with families and coworkers, you'll play a pivotal role in providing quality early childhood education that empowers children for a brighter future.

Essential Functions

- Develop and execute weekly, age-appropriate lesson plans that foster all areas of child development, including classroom setup. Submit plans to the Director for approval and feedback, ensuring alignment with developmental standards.
- Assist children with personal hygiene routines such as toileting, diapering, handwashing, and mealtime supervision, ensuring a safe and nurturing environment.
- Maintain training in the state-required assessment system (currently TS Gold). Regularly observe, document, and report on each child's developmental progress.
- Ensure strict adherence to all legal, licensing, and educational standards to safeguard student health, safety, and well-being.
- Maintain regular, transparent communication with parents and caregivers.
- Plan and conduct regular parent conferences to discuss each child's developmental progress, needs, and interests. Encourage and facilitate family involvement in classroom activities and events to foster strong home-school connections.

- Work collaboratively with families to support smooth transitions into the preschool setting. Maintain a clear understanding of the various program areas, activities, and events being held at and by MRC. Stay current with relevant community resources.
- Complete all mandatory yearly professional development training sessions.
- Maintain accurate records of children's progress, attendance, and incidents.
- Ensure compliance with all state regulations and licensing standards.
- Any other duties as assigned.

Knowledge, Skills, Abilities and Accountabilities

The Preschool Teacher will demonstrate the following:

- Proven leadership experience with strong verbal and written communication skills.
- Commitment to strict confidentiality and professional integrity.
- Self-motivated, with the ability to problem-solve, make independent decisions, and manage multiple tasks effectively.
- Strong computer proficiency, including Microsoft Office Suite.
- Knowledge of Colorado Licensing regulations for early childhood programs.
- Genuine love for children and a passion for teaching and child development.
- Exceptional organization skills and attention to detail.
- Ability to work both independently and collaboratively as part of a team.
- Receptive to feedback, with a willingness to learn, grow, and adapt as needed.
- Flexible and able to adjust to changing priorities and circumstances.
- Active participation as an MRC team member, including attending staff meetings, organizational events, and contributing to the professional growth of others.
- Commitment to uphold all MRC policies, procedures, and protocols as outlined in the Employee Handbook and other official directives.
- Compliance with a drug-free workplace policy; must not be under the influence of alcohol or illicit substances while on duty.
- No criminal record or history of child-related offenses.
- Professional, courteous, and respectful demeanor when interacting with fellow employees, volunteers, clients, and families.
- Willingness to occasionally work evenings and weekends as required for programs or special events.
- Legal authorization to work in the United States, with ongoing maintenance of appropriate documentation.
- Successful completion and maintenance of all state-mandated background checks, including a comprehensive criminal history check and fingerprinting.

Credentials, Experience and Qualifications

- Bachelor's degree in early childhood education or related field preferred, in accordance with the requirements of the Colorado Department of Education (CDE).
- Early Childhood credential Level 3 or above
- Familiarity with Colorado state regulations and licensing requirements for preschool teachers.
- CPR and First Aid certification (or willingness to obtain upon hiring).
- Proven experience in curriculum development and implementation.
- Excellent interpersonal and leadership skills.
- Ability to mentor a diverse group of individuals.
- Strong analytical and problem-solving skills.
- A passion for early childhood development.
- Proof and maintenance of proper legal authorization to work in the United States.

- Completion of state-mandated background checks, including a comprehensive criminal history check and fingerprinting.

Compensation and Benefits

- Generous PTO
- Paid Sick Leave
- Long-term disability
- Family and Medical Leave Insurance (FAMLI)
- Life insurance benefits
- Simple IRA Retirement Plan with 3% match

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

•Empowering change •Embracing differences •Understanding and challenging systemic inequities • Achieving equitable outcomes for all communities • Supporting and encouraging personal and professional growth • Cultivating diversity • Valuing individual stories