

A. Teacher

The teacher shall be responsible for all classroom activities including planning and implementing curriculum by units. She/he shall be responsible for arranging and conducting parent conferences, attending Team meetings with the local school officials when requested, setting up Open House, maintaining all medical and student/staff record forms, and all other forms/records required by state statutes. The teacher will attend all Board of director's meetings and report on classroom activities, prepare a weekly newsletter and assist in the preparation of the yearly handbook, and be responsible for orientation and in-service meetings of the staff. The teacher shall be responsible for training volunteers, following procedures established by the Board of Directors. The teacher teaching the 4K class must have a current DPI License by the State Of Wisconsin in Early Childhood Education.

- 1. Job Qualifications** - Meet requirements of State of Wisconsin Licensing rules, State certification with required courses, have a 4-year degree or Associates Degree in Early Childhood Education, or degree in a related field.
- 2. Supervision** - The teacher will receive supervision from the Board of Directors.
- 3. Salary** - To be determined each year by the number of class periods required at registration. Consideration will be given to the time the teacher has been with the Columbus Preschool and past experience, with the salary to be the same or increase from the previous year, as the budget permits.