



Monday, February 11, 2019

Job Posting Request Form

Company Name

City of Troy

Position Title

Preschool Instructor (Part-Time)

Job Description

The Preschool Coordinator will be responsible for the delivery of a high-quality instructional program and the overall operation of the Rainbow Preschool. We strive to create an open and honest working environment that inspires professionalism and rewards creative and innovative teaching. The Preschool Instructor develops the social and communication skills of children and provides a safe and secure environment in which the child can learn. They build and maintain relationships with parents/guardians to further support the students. The Preschool Instructor will record observations and summarize the children's achievements. They focus on optimum child development and preparation for a successful transition to primary school education.

DUTIES

- Plan and implement curriculum for preschool students.
- Coordinate supplies needed for programs.
- Attend to children's basic needs.
- Assure a healthy, safe, clean, and developmentally appropriate environment for children.
- Read to children, teach basic educational concepts, establish and enforce rules for behavior.
- Observe and evaluate children's performance, behavior, and social development.
- Communicate with students, parents, the Preschool Coordinator and other staff.
- Attend required paid in-service training.
- Perform other duties as needed.

Contact Name

Danielle Carpenter

Contact Phone Number

(248) 680-7296

Contact Email

humanresources@troymi.gov

What type of job is this?

Part Time

Position Opening Date

Thursday, February 7, 2019

Position Closing Date

Monday, March 11, 2019

Compensation

13.00-16.00 per hour

PDF attachment of job details

[Preschool Instructor 2019-02.pdf](#)