



Heyward Street Preschool

2501 Heyward Street, Columbia, SC 29205

A faith based childcare center where creativity, imagination and learning thrive

Church: (803) 771-4053

www.heywardst.church

Email: heywardpreschool@gmail.com

Dominique Fernandez, director

Preschool Teacher

Hours: 8:15 am to 4:30 pm Monday thru Friday OR 8:15 am to 2:30 pm

Pay commensurate with experience and education

Application Process: Please submit a letter of interest with why you want to join Heyward Preschool's team and a current resume.

Email to heywardpreschool@gmail.com

Requirements:

1. Must have a high school diploma, six months experience in a SCDSS licensed daycare or preschool, and either have completed the SC 15-Hour Health and Safety Pre-Service Certificate OR agree to complete the 15-hour certificate within first year of employment. <https://www.scchildcare.org/providers/new-health-and-safety-pre-service-course.aspx>
2. Must pass a comprehensive criminal background check.
3. Have fingerprints on file with DSS.
4. Have a recent TB test.
5. Have a completed DSS Form 2924. <https://www.scchildcare.org/media/35674/DSS-Form-2924-APR-16-.pdf>
6. Hold a valid SC driver's license.
7. Have a recent physical or statement of health

Job Duties Include:

1. Plan and lead activities that promote social, emotional, intellectual, and physical development through play, such as games, art, music, storytelling and guests.
2. Use developmentally appropriate materials for children to explore and manipulate during learning and imaginative play.
3. Conduct activities that provide opportunities for children to observe, question, and investigate.

4. Instill and maintain a sense of order and discipline in the classroom.
5. Monitor and evaluate children's performance, behavior, and social development.
6. Adapt teaching methods and instructional materials to meet children's varying needs and interests.
7. Ensure the classroom is a clean, safe, organized environment and is inviting and engaging.
8. Maintain accurate student records as indicated by the Preschool Director.
9. Monitor outdoor learning time and help maintain playground areas.
10. Confer with parents regularly to discuss children's progress and needs.
11. Contribute monthly to the parent newsletter produced by the Preschool Director.
12. Collaborate with other Preschool Staff members to plan, evaluate, and revise preschool curriculum and procedures.
13. Interact meaningfully and respectfully with parents, children, other staff members, and church personnel at all times.
14. Represent the Preschool in a positive, professional manner at all times in communication, dress, and attitude.
15. Report suspected cases of child abuse or neglect to the Preschool Director.
16. Know the proper procedures for any emergency event and the location of any emergency equipment at the facility.
17. Be CPR certified or willing to become certified and agree to sign our Safe Sanctuary Policy.
18. Participate, each year, in 15 clock hours of training certified by the Center for Child Care Career Development (CCCCD).
19. Perform other duties as requested by Preschool Director.