ABC Integrated School  
Haoran Kou

0704997

**Job Description**

**Job Title:** Preschool Teacher **Job Code:**PS-001

**Date:** October 23, 2019 **Author:**

**Job Location:** Asian Branch - Philippines **Job Grade:**SG-19

**Report To:**Country Manager **Status:**Probationary

**Job Summary:**Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification or equivalently a Licensed Professional Teacher.

**Responsibilities:**

* Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
* Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
* Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Establish and enforce rules for behavior, and procedures for maintaining order.
* Read books to entire classes or to small groups.
* Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
* Observe and evaluate children's performance, behavior, social development, and physical health.
* Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
* Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
* Enforce all administration policies and rules governing students.
* Prepare materials and classrooms for class activities.
* Teach proper eating habits and personal hygiene.
* Serve meals and snacks in accordance with nutritional guidelines.
* Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
* Adapt teaching methods and instructional materials to meet students' varying needs and interests.
* Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
* Demonstrate activities to children.
* Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
* Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
* Prepare reports on students and activities as required by administration.
* Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
* Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
* Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
* Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
* Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
* Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
* Attend staff meetings, and serve on committees as required.
* Meet with other professionals to discuss individual students' needs and progress.
* Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
* Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
* Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
* Perform administrative duties such as hall and cafeteria monitoring, and bus loading and unloading.
* Administer tests to help determine children's developmental levels, needs, and potential.
* Prepare and implement remedial programs for students requiring extra help.

**Working Condition:**

* The teacher will be working 8 hours/day with 1 hour lunch break, 5 days/week or equivalent to 40 hour/week.

**The above information is correct as approved by:**

**(Signed)**

**Mr. Juan dela Cruz**

**Human Resource Director**

**ABC Integrated School**

**Job Description**

**Job Title:** Preschool Teacher **Job Code:**PS-001

**Date:** October 23, 2019 **Author:**

**Job Location:** Asian Branch - Philippines **Job Grade:**SG-19

**Report To:**Country Manager **Status:**Probationary

**Skill Factors**

**Education:** Graduate of a College Degree in Early Education or equivalent

**Experience:** At least 3 years experience in preschool education

**Communication:** Should be able to speak in English fluently

Ability to speak in Filipino is an advantage

Should have strong interpersonal skills

**Effort Factors**

**Physical Demands:**  The building has 4-floors but no elevator. One should not have a faint heart when taking floors.

Must be energetic and be able to play with pupils if necessary.

Must be able to create colorful visual aids.

**Mental Demands:** Mastery of preschool topics is a must.

Must be psychologically fit to handle kids.

Ability to learn new strategies in teaching.

**Working Condition:**

* The teacher will be working 8 hours/day with 1 hour lunch break, 5 days/week or equivalent to 40 hour/week.

**The above information is correct as approved by:**

**(Signed)**

**Mr. Juan dela Cruz**

**Human Resource Director**

**Page Report**

Job Analysis is a primary tool to collect job-related data. The process results in collecting and recording two data sets including job description and job specification. Any job vacancy cannot be filled until and unless HR manager has these two sets of data. It is necessary to define them accurately in order to fit the right person at the right place and at the right time. This helps both employer and employee understand what exactly needs to be delivered and how. Both job description and job specification are essential parts of job analysis information. Writing them clearly and accurately helps organization and workers cope with many challenges while onboard.

A job description is an internal document that clearly states the essential job requirements, job duties, job responsibilities, and skills required to perform a specific role. A more detailed job description will cover how success is measured in the role so it can be used during performance evaluations.A job description helps people assess whether they are qualified to a certain job or if they are able to do all te desired tasks set by the employer for the job posted. JD should always be understood by both the employee and employer to meet at the standard set by the company. It should always be clear and appropriate to the position being posted to. On the other hand, job specification, also known as employee specifications, a job specification is a written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical and communication skills required to perform a job, responsibilities involved in a job and other unusual sensory demands.

The main purpose of job description is to collect job-related data in order to advertise for a particular job. It helps in attracting, targeting, recruiting and selecting the right candidate for the right job.It is done to determine what needs to be delivered in a particular job. It clarifies what employees are supposed to do if selected for that particular job opening.It gives recruiting staff a clear view what kind of candidate is required by a particular department or division to perform a specific task or job.It also clarifies who will report to whom.Described on the basis of job description, job specification helps candidates analyze whether are eligible to apply for a particular job vacancy or not. It helps recruiting team of an organization understand what level of qualifications, qualities and set of characteristics should be present in a candidate to make him or her eligible for the job opening. Job specification gives detailed information about any job including job responsibilities, desired technical and physical skills, conversational ability and much more.It helps in selecting the most appropriate candidate for a particular job.

Looking into a certain job description isn’t easy because the experience of job seeking or hiring is not yet available, however, some websites for job hunting gave me hints and clues on how to create a good job description that can be understood by both Human Resource Officer and the applicant himself. To do this, I decide first on what industry I am going to deal with. Since, I think that hiring for school employees will be an easier task for me, I decided to do a job description for a Preschool Teacher. I searched for characteristics that a preschool teacher should possess. This includes specific characteristics such as creativity, mastery of skills, education and also communication skills. I specify the traits needed to be able to make the job description as specific as possible. The next thing I did is to list down the skills needed in the job specification. More importantly, the job specification is the ne posted on job ads for it is more concise but specific. At first glance, the applicant will be able to asses if he is qualified for the job posted.

Job description and job specification are two integral parts of job analysis. They define a job fully and guide both employer and employee on how to go about the whole process of recruitment and selection. Both data sets are extremely relevant for creating a right fit between job and talent, evaluate performance and analyze training needs and measuring the worth of a particular job.