

H2.531

PRE-SCHOOL DEPARTMENT  
TOPAZ, UTAH  
October 21, 1943

MEMORANDUM TO: Community Council Labor Board  
FROM: Pre-School Department  
SUBJECT: Justification of the minimum personnel requested by the  
Pre-School Department (33)

There are at present under this department four Pre-Schools (for 2 and 3 year olds) and three Pre-Kindergartens (for 4 year olds until enrolled in Kindergarten).

The following is a breakdown of our requested personnel allotment by schools and office:

	Title	Part time	Full Time
Office -	2 Directors of Nursery Schools		
	1 Typist-clerk		3
Center A -	2 Teachers		
	3 Assistant Teachers		5
Center B -	2 Teachers		
	4 Assistant Teachers		6
Center C -	2 Teachers		
	4 Assistant Teachers		6
Center D -	1 Teacher		
	4 Assistant Teachers		5
Pre-Kindergarten I -	1 Teacher		2
	1 Assistant Teacher		
	1 Assistant Teacher	1	
Pre-Kindergarten II-	1 Teacher		2
	1 Assistant Teacher		
	1 Assistant Teacher	1	
Pre-Kindergarten III-	1 Teacher		1
	1 Assistant Teacher	1	
TOTAL:		3 Part Time	30 Full Time



We find that in our schools under the limited facilities, it is necessary to have more teachers than one would find in a normal school. The greatest number of teachers are needed during routine, due to the lack of toilet and wash facilities within the building.

During winter the distance to the latrine is especially problematic because of the cold and storms and the necessary additional clothing.

We have attached copies of our job description and duties of each member of our staff.

*Esther Pera*

PRE-SCHOOL DEPARTMENT



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COMMUNITY EDUCATION

JOB TITLE:

"Director of Pre-Schools"

JOB DESCRIPTION:

- a. Directly responsible to the superintendent of education for the whole pre-school department.
- b. Responsible for the administrative and organizational work in the running of the seven schools, coordinating of all the groups, teacher training, and teacher selection.
- c. Duties involved:
  - 1. Attendance at administrative staff meetings and reporting back to the pre-school staff.
  - 2. Conducting weekly Pre-School leaders' meetings.
  - 3. Conducting weekly Pre-Kindergarten leaders' meetings.
  - 4. Conducting weekly general staff meetings.
  - 5. Planning and supervising weekly workshop periods for staff.
  - 6. Responsible for reports, requisitions, and teaching personnel.
  - 7. Contacting of janitorial personnel, maintenance and operations for the running of the schools.
  - 8. Visiting all schools regularly to determine specific needs, improvements, opportunities for new projects, assisting the schools where needed.
  - 9. Promoting program of parent-school relationships.



PRE-SCHOOL DEPARTMENT  
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COMMUNITY EDUCATION

JOB TITLE:

"Pre-School Teacher"

JOB DESCRIPTION:

- a. Teaching and caring for children 2-5 years old.
- b. Responsible to the directors for the running of one school unit, with the planning of the daily program, and supervising the assistant teachers. The school unit accommodates from 25 to 50 children at various times.
- c. Specific duties:
  - 1. Supervision of play period, creative activities, toilet and wash routine, milk, rest, story-telling, song groups at various times.
  - 2. Directing assistants.
  - 3. Parent contact at school and through home visits.
  - 4. Attending weekly lectures, supplementing with reference reading, participating in weekly workshop period.
  - 5. Conducting staff meetings of own school unit.
  - 6. Attendance at leaders' meeting with directors.
  - 7. Responsible for the upkeep of school and equipment.
  - 8. Keeping of records and reports.

JOB TITLE:

"Assistant Pre-School Teacher"

JOB DESCRIPTION:

- a. Teaching and caring of children 2-5 years old.
- b. Directly responsible to the head teachers for the children and for the upkeep of the school at all times.
- c. Specific duties are assigned to them at various times such as, supervision of play period, creative activities, toilet and wash routine, milk, rest, story-telling, song groups.
- d. Parent contact at school and through home visits.
- e. Attending weekly lectures, supplementing with reference reading, participating in weekly workshop period.