

Job Title: Preschool Teacher
Department: Preschool
Reports To: Preschool Coordinator I & II
FLSA Status: Exempt
Salary Schedule: TT



SUMMARY

Under the direction of the Preschool Coordinators, the Preschool Teacher is responsible for the education of assigned students and will create a flexible program and class environment favorable for learning and personal growth. The teacher will establish effective rapport with students; motivate pupils to develop skills, attitudes, and the knowledge needed to provide a good foundation for further education, and do so in accordance with each student's ability. Professional relations will be developed and maintained with other staff and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Prepares classroom lesson plans based on the approved curriculum under the direction of the Preschool Coordinators. Prepares and organizes materials necessary to implement the Early Childhood Curriculum.

Directly teaches the Early Childhood Curriculum to students under the direction of the Preschool Coordinators. Provides learning experiences and teaches the course of study prescribed by the District approved curriculum. Develops and uses instructional materials suitable for verbal and/or visual instruction of students with wide range of mental, physical, and emotional maturity. Provides individual and group instruction designed to meet individual needs and motivate students.

Provides a safe environment and teaches children safe practices to prevent and reduce injuries. Provides an environment that promotes health, prevents illnesses, teaches children about good nutrition, and promotes wellness.

Provides a supportive environment and uses effective strategies to promote children's self-regulation and support acceptable behaviors. Effectively intervenes for children with persistent, challenging behaviors.

Organizes and uses relationships, physical space, materials, daily schedule, and routines to create a secure, interesting, and enjoyable environment that promotes engagement, play, exploration, and learning of all children including children with special needs.

Utilizes a variety of developmentally appropriate equipment, learning experiences, and teaching strategies to promote the physical development (fine motor and gross motor) of all children.

Implements and maintains systems for classroom and student management using positive behavior principles.

Follows approved daily schedule of learning activities.

Uses approved assessments and data collection procedures as scheduled by the Preschool Program.

Guides students in functioning effectively in the group, learning to express feelings, acquiring social skills, and promotes mutual respect among children and adults.

Uses a variety of developmentally appropriate teaching strategies to:

- Promote curiosity, reasoning, and problem solving to lay the foundation for all future learning by implementing a curriculum that includes mathematics, science, technology, social studies, and other content goals.
- Promote language and early literacy learning and helps children communicate their thoughts and feelings both verbally and nonverbally. Assists dual language learners make progress in understanding and speaking both English and their native language.
- Explore music, movement, and the visual arts to develop and express their individual creative abilities.

Establishes a positive, responsive, and cooperative relationship with each student's family, engages in two-way communication with families, encourages their involvement in the program, and supports the student's relationship with his/her family. Communicates with parents through a variety of means. Helps parents to understand the specific needs of their child, how the classroom addresses those needs, and apprises them of progress.

Uses observation, documentation, and planning to support the student's development and learning, and to ensure effective operation of the program. Competently organizes, plans, documents, communicates, and cooperates with co-workers.

Makes decisions based on knowledge or research-based early childhood practices. Promotes high quality services and takes advantage of opportunities to improve knowledge and competence, both for personal and professional growth and for the benefit of children and families. Holds parent conferences to discuss the individual student's progress and interpret the school program.

Supervises students in all areas of the school. Cooperates in school-wide supervision of students during out of classroom activities.

Operates various types of office equipment such as computers, copy machines, etc.

Completes required paperwork within the required time frame.

Attends and participates in staff meetings and in-services as directed. Participates in Professional Learning Communities (PLC's). Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.

Supervises, plans, and organizes for paraprofessional responsibilities for the best possible result.

Establishes and maintains standards of student control required to achieve effective participation in all activities.

Evaluates academic and social growth of students and keeps appropriate records.

Provides appropriate instruction and activities for students to meet school and District policies, goals, and objectives.

Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.

Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.

Participates cooperatively with the appropriate administrator to develop action plans and goals based on a completed evaluation summary.

Selects and requisitions instructional materials; maintains inventory records.

Participates in faculty committees and the sponsorship of student activities.

Provides accurate attendance information in accordance with the procedure established by the school where the teacher is assigned.

Cooperates with the custodian(s) for the general housekeeping needs in the area(s) for which the teacher is assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Utah Early Childhood Education K-3 or Elementary K-6 License and an active Child Development Associate (CDA) Credential.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Preschool Coordinator II			Date: 04/06/2017
Approved By: Executive Director, Human Resources			Date: 04/07/2017
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	