

<b>Job Title:</b>	<b>TEACHER - PRESCHOOL</b>
<b>Department:</b>	Student Services
<b>Reports to:</b>	Principal, Director of Special Services
<b>Classification:</b>	Exempt / Certified Staff
<b>Employment:</b>	9 months / Contract
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of certified personnel.

## **SUMMARY**

Teachers are responsible for providing direct instruction to students and maintaining an environment conducive to learning which is appropriate to the maturity and interests of the students.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
5. Creates lesson plans and activities to implement and supplement instruction
6. Provides instruction to students
7. Establishes and maintains a positive classroom environment to promote learning.
8. Implements effective teaching techniques, strategies and skills to meet instructional objectives of curriculum goals.
9. Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
10. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
11. Strives to implement the district's philosophy of education and instructional goals and objectives.
12. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
13. Is aware of, and recognizes, the characteristics of learning disabilities of students on a regular basis, seeking the assistance of district specialists as required for evaluation.
14. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

16. Assists the administration in implementing all policies and rules governing student life and conduct and for the classroom.
17. Participates in building, grade level and subject area committees
18. Participates in professional development activities
19. Encourages students to set and maintain high standards of classroom behavior, develops reasonable rules for classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
20. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
21. Plans and supervises purposeful assignments for each teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
22. Strives to maintain and improve professional competence.
23. Attends staff meetings and serves on staff committees as required.
24. Completes and submits forms and required reports in a timely manner
25. Communicates regularly with parents regarding progress and other educational concerns
26. Participates as a member of an IEP team or other student assistance teams as requested
27. Implements special educational plans such as individual educational programs and individual health plans
28. Reports suspected abuse, neglect, discrimination and harassments as directed by Board policy
29. Prepares lesson plans for use by a substitute teacher
30. Strives to be a positive role model.
31. Demonstrates effective interpersonal relationships with students, school personnel and parents/community members.
32. Maintains confidential nature of all school-related matters.
33. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

### **SUPERVISORY DUTIES**

Supervise students at all times

### **QUALIFICATIONS**

#### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

#### **Education/Experience**

Bachelors Degree

#### **Certificates, Licenses, Registrations**

Appropriate certification in field.

Valid Missouri Teaching Certificate

## **SKILLS AND ABILITIES**

### **Language**

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance. Complete forms, write reports and engage in written correspondence with parents. Present information effectively and respond to questions. Write clear and complete lesson plans.

### **Computation**

Work with mathematical concepts such as probability and statistical inference. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **Reasoning**

Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

### **Technology**

Perform basic computer functions such as word processing and internet use. Use district software for recording grades and finding student information. Utilize smart boards, projectors and other instructional technology provided by the district.

### **Additional Skills and Abilities**

Identify needs and abilities of individual students and to adapt instructional methods accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously

## **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 essential functions.***

### **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs.

## **Hours / Attendance / Travel**

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential component of student learning. In district travel may be necessary due to grade level configuration.

## **CONDITIONS AND ENVIRONMENT**

***The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess and/or outdoor classroom activities.

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*