

GODDARD USD 265
CERTIFIED JOB DESCRIPTION

POSITION: Kindergarten Teacher

RESPONSIBLE TO: Building Principal

EVALUATED BY: Building Administration

TERMS OF EMPLOYMENT: Kansas Teacher Contract Law

JOB DESCRIPTION: Provides guidance and consistent support of both individuals and group needs to develop responsibility and self control; instructs young children in activities designed to promote social, physical, and intellectual growth needed for success in elementary school.

INSTRUCTIONAL DUTIES AND RESPONSIBILITIES:

1. Teach timely and accurate content information utilizing the prescribed district curriculum for kindergarten.
2. Utilizes School Improvement Plan when developing and implementing instructional strategies.
3. Submit lesson plans that follow district mapping and have supplies, materials, and equipment available for the lesson to be taught.
4. Keep student records current and available, i.e. attendance and grades.
5. Organize a plan to efficiently use instructional time, i.e. students are on task and transition time is minimal.
6. Use a variety of teaching methods such as demonstrations, lectures, individual work, and group work as appropriate to address the varied learning characteristics of the students.
7. Provide opportunities to develop critical thinking skills.
8. Assess student progress with a variety of assessment tools and communicate the progress to the student, parent(s), and staff.
9. Utilize prescribed district technology, including but not limited to, the teacher's classroom computer and classroom management system, i.e. grades and attendance.
10. Arrange physical classroom to ensure student safety and to facilitate instruction.
11. Explain and engage self and students in all safety procedures and drills.
12. Establish and clearly communicate expectations for student classroom behavior and assist students in meeting expectations. Manages disruptive behavior constructively and in accordance with building policy.

13. Provide supervision of students while on school premises and at school-related activities, i.e. hallways, assemblies, field trips, etc.
14. Provide information to parents about classroom activities and provide avenues for access to the classroom, i.e. building newsletters, notes home, phone calls, etc.
15. Implement early childhood educational philosophy and practices to promote success for the kindergarten student.

PROFESSIONAL DUTIES AND EXPECTATIONS:

1. Demonstrate compassion, patience, and understanding of the diversity of all students. Students are treated with dignity and respect in all school settings.
2. Attend and participate in assigned staff/team meetings.
3. Attend and participate in assigned district and building inservice programs and activities.
4. Develop an individual plan for professional growth, which enhances district/building and individual goals.
5. Meet assigned building and district responsibilities.
6. Assists with QPA/MTSS process to promote School Improvement efforts.
7. Adhere to and support building and district policies, procedures, and regulations. Follow legal requirements, school board policies, or administrative regulations, i.e. emergency procedures, building behavior codes and interventions, harassment laws, confidentiality policies, and report requirements for child abuse, etc.
8. Present self in a professional manner, i.e. teacher's spoken language is audible and accurate; written language is legible; dress is appropriate to the classroom situation.
9. Follow appropriate channels in resolving concerns and problems.
10. Punctual and reliable.
11. Cooperative and supportive of students, families, and colleagues. Is respectful of others.
12. Maintain a cordial relationship with colleagues to fulfill professional responsibilities.
13. Interact positively with students and parents, i.e. daily classroom interaction and parent conferences/staffing.
14. Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

REQUIRED QUALIFICATIONS:

Bachelor degree. Certified by Kansas State Department of Education for curriculum area(s) and grade level(s) served.

ATTENDANCE REQUIREMENTS:

As required in the contract and negotiated agreement.

PERFORMANCE ASSESSMENT:

Performance will be assessed by the building administration in accordance with district and state policies and approved procedures.

All duties and expectations for this job description will be in compliance with the teacher's contract and negotiated agreement.

I have received and read this job description.

Teacher's Signature

_____/_____/_____
Date

Principal's Signature

_____/_____/_____
Date