International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Pre-Kindergarten Teacher **Exemption Status/Test:** Exempt

Reports to: Principal

Date Revised: 6/2025

Dept./School: Assigned Campus

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfullyin society. Provides high quality early childhood instruction in Pre-Kindergarten classroom setting in accordance with TEA Pre-Kindergarten Guidelines.

Qualifications:

Education
Bachelor's degree from accredited university required

Special Knowledge/Skills:
Knowledge of core academic subject assigned
Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior Strong organizational, communication, and interpersonal skills

Certification/Experience
Must meet one or more of the qualifications below.

1. Valid Texas Teaching Certification for Early Childhood or PK ESL Certification

   and/or

2. Acceptance in an approved Alternative Certification Program (ACP) and have passed the required prerequisite examinations for Early Childhood or Pre-K

   and/or

3. One year of Pre-K teaching experience (If not Certified, a commitment to enroll in an Alternative Certification Program within 90 days of employment).

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.

2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment,and technology that reflect understanding of the learning styles and needs of students assignedand present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

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3. Conduct assessment of student learning styles and use results to plan instructional activities.

4. Collaborates extensively with teachers and aides to develop and deliver appropriate and effective educational activities and services to students who are at risk or have special needs.

5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Student Growth and Development

7. Conduct ongoing assessment of student achievement through formal and informal testing.

8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.

9. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

10. Create classroom environment conducive to learning and appropriate for the physical, social,and emotional development of students.

11. Manage student behavior in accordance with Student Code of Conduct and student handbook.

12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

13. Assist in selecting books, equipment, and other instructional materials.

14. Compile, maintain, and file all reports, records, and other documents required.

Communication

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

16. Participate in staff development activities to improve job-related skills.

17. Comply with state, district, and school regulations and policies for classroom teachers.

18. Attend and participate in faculty meetings and serve on staff committees as required.

Additional Duties:

19. Any and all other duties as assigned by your immediate supervisor.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*
Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, andtwisting
Motion: Frequent walking
Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books andclassroom equipment
Environment: Work inside, may work outside; regular exposure to noise
Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustivelist of all responsibilities and duties that may be assigned or skills that may be required.