



TITLE: Pre-K Teacher

QUALIFICATIONS:

- Bachelor's Degree
- Valid professional Tennessee teacher's license with appropriate certification.
- Experience in the area assigned is preferred.
- Knowledge of instructional methods appropriate for students at the respective grade level.
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
- Ability to organize tasks and manage time to meet many and varied deadlines; manage small and large groups of students in a classroom environment; and communicate effectively with students, parents, school administrators, and other staff, including the ability to discuss topics that may be sensitive.
- Outstanding written and verbal communication skills
- Excellent interpersonal and presentation skills

JOB GOAL: To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

ESSENTIAL FUNCTIONS or DUTIES:

- Establish and maintain a strong partnership with the Voluntary Preschool (VPK) Coordinator to ensure appropriate services and placement options are implemented.
- Plan, prepare, and deliver instructional activities that facilitate active learning experiences
- Develop lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate student's performance and development
- Assign and grade classwork, homework, tests and assignments
- Take responsibility for all students' mastery of applicable curriculum standards and significant academic growth

- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by law, district policies, and school regulations
- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures in accordance with the disciplinary systems of the school
- Participate in school and system sponsored activities
- Participate in department and school meetings, parent meetings
- Keep updated with professional developments in the subject area, teaching resources, and methods and make relevant changes to instructional plans and activities

PHYSICAL DEMANDS:

This job may require lifting objects that exceed 20 pounds, with frequent lifting and/or carrying objects weighing up to 10 pounds.

Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

CAPACITY AND ABILITY REQUIREMENTS:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand the meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform arithmetic operations quickly and accurately.
- *Manual dexterity:* Ability to move the hands and fingers easily.

REPORTS TO: Principal

FLSA: Exempt

TERM: 200 Days

SALARY: Teacher Salary

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.