

PRE-SCHOOL TEACHER

EMPLOYEE NAME: _____
(Last) (First) (Middle)

POSITION TITLE: **PRE-SCHOOL TEACHER**

QUALIFICATIONS: **Bachelor's Degree (or higher) in Education from accredited college or university.
Valid Idaho State Teaching Certificate with Early Childhood-Special Education Endorsement.**

REPORTS TO: **Director of Special Services**

SUPERVISES: **Students as assigned by Special Services Director.
Paraprofessionals assigned to the teacher's classroom.**

PERFORMANCE RESPONSIBILITIES:

Instructional:

1. Provide instruction for classes and each student which meets District #331 curriculum guidelines and state requirements. Supervise instruction to better integrate special need students into regular programs and for IEP programs.
2. Coordinate and complete ongoing screenings of children, including processing of referrals according to district policies and procedures.
3. Provide positive and effective learning environment for all students, and assist in the referral of students to special programs.
4. Aspire to motivate/inspire all students, and clearly communicate expectations.
5. Accept responsibility of assisting students in gaining testable skills as measured on district and state tests, and provide reports as required.
6. Demonstrate knowledge of subject matter, apply principles of learning, use teaching tools, techniques and resources, and manage class for the greatest potential for student achievement.
7. Plan, organize and implement lessons to provide instruction to meet the specific needs of all students and to allow for the development of individual students.
8. Prepare written lesson plans by Friday for the upcoming week which will be readily available for administrative review and use by substitute teachers.
9. Evaluate and counsel students regarding their individual and group performance, and provide feedback to students and parents. Keep a permanent record of students attendance, daily assignments, test grades and trimester grades.

Relations with Students:

1. Establish and maintain guidelines for proper student conduct and discipline by following school-wide procedures and enforce disciplinary policy as established by the district and building administration. Supervise students as needed.

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2. Work to resolve student problems by referring students to counselor(s) and/or building administrators and work cooperatively toward mutually beneficial solutions. Maintain confidentiality of all appropriate student information.
3. Cooperatively develop programs and classroom activities and make referrals for students with special needs in cooperation with special education personnel.
4. Remain with and supervises students in the classroom or other assigned areas during all times when responsible for or assigned to supervision of students.
5. Develop positive rapport and practice effective communications with students. Strive to develop students' fullest potential, promote positive self-image and motivate toward approved goals.

Staff Relations:

1. Attend and participate in faculty and departmental meetings, and in-service activities as required. Relate positively with staff and peers and provide support as needed. Share areas(s) of expertise with other teachers. Be flexible.
2. Keep building administration informed of classroom activities and problems.
3. Work with other professionals to identify student needs and to solve learning, health and attitude problems. Work with all school staff and support personnel

Parent/Community Relations:

1. Establish and maintain positive relationships with parents and patrons in order to foster understanding and cooperation within the community and increase support for overall school objectives and programs. Conduct self in a professional manner.
2. Keep parents informed of student progress and behavior. Contact the parent(s) of any student who is failing at mid-term by telephone, personal visit or letter and hold parent conferences to encourage parental involvement. A student will not receive a failing grade if the parent has not been notified. Notify parents of rights and guidelines required to meet state and federal mandates. Disseminate information to students and parents to explain unique program.

Personal Qualities and Performance:

Teach and model ethical behavior and professionalism in the classroom. Dress and grooming shall at all times be professional and consistent with district policy.

Professional Growth/Development:

Keep abreast of developments in education by taking classes, attending professional meetings and activities, reading professional publications, and discussing problems of mutual interest with others in the field. Demonstrate ability to use technology.

Other:

1. Maintain records and documentation as required by teaching responsibilities.
2. Demonstrate support for extracurricular activities by attending when possible.
3. Prepare and submit budgetary requests as necessary. Use district materials and facilities responsibly.

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4. Keep inventory of classroom supplies and materials.
5. Follow established policies/procedures for the school and the district.
6. Post fire escape routes in each classroom and inform all students of the escape route(s). Insure classroom is free of safety hazards, and follow emergency procedures.
7. Perform duties as assigned within the Negotiated Contract between the MCEA and Board of Trustees of School District #331. Adhere to the state teacher "Code of Ethics" and the teacher provisions of employment.

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Act ethically and confidentially in all aspects of employment.

TERMS OF EMPLOYMENT:

Certified Employee

As per written:

Certified:

 ✓ Standard Teaching Contract
Duties and responsibilities as outlined in the Job Description, Board Policy,
Administrative Procedures, and Negotiated Agreement.

 Supplemental Contract
Duties and responsibilities as outlined in (separate) Job Description, Board Policy, and
Administrative Procedures.

EVALUATION:

Performance of this position will be evaluated continuously and annually by the designated administrator.

Employee Signature

Date

Administrator Signature
(Direct Supervisor)

Date

Approved by the Board of Education: _____

Revised: _____