LEAD PRE-K TEACHER

Purpose Statement
The job of Lead Pre-K Teacher was established for the purpose/s of providing guidance to other Pre-K teachers; overseeing related learning activities; supervising and teaching preschool students; ensuring compliance with program requirements; assisting with parent education programs; and coordinating communications with parents.

Essential Functions

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.

- Administers subject specific assessment and test for the purpose of assessing the level of students' competencies.

- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.

- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.

- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.

- Counsels pre-k teachers and other staff for the purpose of improving performance, health status and problem solving techniques in order to achieve classroom and District objectives.

- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.

- Directs instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.

- Facilitates preschool student's learning (e.g. art, science, music, housekeeping, story time, movement activities, etc.) for the purpose of improving the students academic success and transition to elementary school.

- Models conversation, manners, clean up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.

- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.

- Organizes age appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.

- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a variety of written materials (e.g. grades, attendance, student records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

 Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; effective listening; facilitating meetings; guiding others; monitoring activities; problem solving; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; English grammar/punctuation/spelling/vocabulary; and behavioral management strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience

Job related experience with increasing levels of responsibility is desired.

Education

Bachelors degree in job related area.

Equivalency

None Specified

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

Teacher’s License; Pre-K endorsement

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

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