

## JOB DESCRIPTION

### Fayetteville City School System

#### PRE-K TEACHER

##### Purpose Statement

The job of Pre-K Teacher was established for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress. This job reports to Elementary Principal

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##### Essential Functions

- Administers and develops testing programs, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning 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 learning targets, 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 students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
- 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 assistant teachers, student teachers, 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 students learning (e.g. art, science, music, housekeeping, story time, movement activities, etc.) for the purpose of improving the student's academic success and transition to elementary school.
- Implements parent education program (e.g. orientation, small group discussions, resources, home visits, etc.) for the purpose of encouraging parent involvement and providing leadership to the program.
- Models conversation, manners, clean-up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, nap times, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Adapts classroom work for assigned 4 and 5 year old students for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.

- 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, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state laws and board policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Supports other 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, monitoring activities; problem solving and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve 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; 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 diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. 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.

##### **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; frequent stooping kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**Education:** Bachelors degree in job related area

**Continuing Education/Training:** Maintain Licensure

**Certificates and Licenses:** Teacher's License; Pre-K endorsement