

JOB DESCRIPTION

JOB TITLE: Teacher – Kindergarten

Job Summary:

The position of Teacher – Kindergarten is for the purpose/s of improving student success in academics through implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; developing lesson plans; modeling the necessary skills to perform assignments; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc. The Teacher – Kindergarten plans, implements and monitors education programs for assigned students.

Essential Job Functions:

- Provides learning experiences for kindergarten students in language arts, social studies, pre-reading, math, science, art, music, physical education, and health education consistent with district and school goals and objectives
- Instructs kindergarten students in citizenship, basic communication skills, literacy, numeracy, and other general elements of the course of study specified in state law and administrative regulations, district policy, and procedures of the school
- Plans and initiates the instructional program for the kindergarten children in the school
- Leads students through the development of a work sample and evaluates that work sample
- Supervises and administers the Oregon Statewide Assessments, including preparation, logistics, and security consistent with district policies and practices
- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment
- Plans and coordinates the work of educational assistants or other paraprofessionals in the kindergarten room
- Evaluates academic and social growth of kindergarten students consistent with the requirements of the district program, keeping appropriate records and reports
- Evaluates the instructional program for kindergarten students
- Develops and uses multimedia instructional materials suitable for various learning modalities of kindergarten students with wide range of mental, physical and emotional maturity
- Provides individual and group instruction designed to meet individual needs and help students make satisfactory transition to school
- Establishes and maintains standards of student behavior to achieve effective participation in all activities of the kindergarten program
- Utilizes and incorporates new materials and processes
- Participates in evaluation of materials, equipment and textbooks for suitability for kindergarten. Creates an effective environment for learning through functional and attractive displays of students, bulletin boards and interest centers.
- Creates and maintains an active, responsive climate for learning, through positive teacher-student rapport and helps students to develop a positive self-image
- Communicates with parents through a variety of means
- Holds parent conferences to discuss individual student's progress and to interpret school programs
- Participates on a regular basis in in-service at both school and district level to maintain professional competence

- Participates in curriculum and other developmental programs relating to kindergarten students within the school and/or on the district level
- Meets the state standards for competent and ethical performance
- Prompt and regular attendance

Other Job Functions:

- Plans with, and supervises, student teachers assigned to kindergarten
- Evaluates student teachers assigned to kindergarten
- Selects books, instructional aids, and supplies and makes recommendations for purchase
- Maintains accurate, complete, and correct records as required by law, district policy, and Administrative Regulations
- Confers with colleagues, administrators, students and/or parents when necessary
- Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information
- Presents a positive teacher image to the community
- Imparts the district philosophies as the occasion arises
- Insures a comfortable, orderly and attractive room environment through control of room arrangement
- Collaborates with other staff members in assessing and helping students solve health, attitude and learning problems
- Establishes good relationships through participation in faculty committees and meetings
- Participates in professional organizations.
- Duties and responsibilities may be added, deleted or changed at any time at the discretion of the district.
- Shares in the sponsorship of student activities
- Duties and responsibilities may be added, deleted or changed at any time at the discretion of the district

Essential Job Requirements – Qualifications:

- Ability to:
 - Communicate effectively with parents, staff, and students
 - Understanding of and ability to relate to the needs of students of different ethnic, cultural, educational, and socio-economic backgrounds
 - Establish and maintain effective working relationships with students, parents, co-workers, and supervisors
- Skills, Knowledge and/or Abilities Required:
 - *Skills* in planning, developing, and implementing curriculum. Effective communication skills with students, parents and other school personnel.
 - *Knowledge* of instructional theory and best practices, curriculum, district, state and federal education laws, regulations and policies
 - *Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.
- Education Required:
 - Bachelor's Degree
- Licenses, Bonding and/or Testing Required:

- Appropriate teacher's license
- Highly Qualified Status for assignment
- Criminal Justice fingerprint clearance
- Cardiopulmonary Resuscitation and First Aid Certificates
- Blood-borne pathogen training, as appropriate