

JOB TITLE: PREKINDERGARTEN TEACHER

WAGE/HOUR STATUS: EXEMPT

PAY GRADE / DAYS OF DUTY: TEACHER PAY / 187

IMMEDIATE SUPERVISOR: PRINCIPAL

JOB SUMMARY:

Provide students attending prekindergarten classes with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth. Enable students to develop competencies and skills to function successfully in society.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Meet and instruct assigned classes in the locations and at the times designated
- Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required
- Prepare lessons and adapt the curriculum for individual student differences
- Establish clear objectives for all lessons and communicate objectives to students
- Present the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations
- Employ a variety of instructional techniques and media consistent with the needs and capabilities of the student groups involved
- Provide opportunities for students to participate actively and successfully
- Evaluate and provide feedback on student progress during instruction
- Cooperate with other members of the staff in planning and implementing instructional goals, objectives and methods in accordance with district requirements
- Participate in professional learning and required early childhood specific professional learning, including face to face coaching.
- Plan and supervise purposeful assignments for student teacher(s), educational assistant(s) and/or volunteer(s)
- Employ the use of technologies in the teaching/learning process
- Assist students in analyzing and improving methods and habits of study
- Assess the accomplishments of students on a regular basis and provide progress and report cards as required
- Maintain appropriate assessment evaluation documentation
- Assume responsibility for extracurricular activities as assigned and may volunteer to sponsor outside activities approved by the school
- Present for students a positive role model that supports the mission of the charter school
- Create a classroom environment conducive to learning and appropriate to the maturity and interest of students
- Demonstrate flexibility and willingness to adapt to changes in a regular school day
- Establish a discipline management plan, maintain order in the classroom and administer discipline in accordance with board policies and administrative regulations