



## **Standing Rock Community Schools Job Description**

**POSITION TITLE:** Pre-Kindergarten Teacher (FACE Program)

**WORK SCHEDULE:** Follows the established school year calendar

**RESPONSIBLE TO:** Reports directly to the building principal. Takes direction from the principal and superintendent. Will establish positive relationships with students, parents, administration, school staff, and outside agencies.

**QUALIFICATIONS:** Education Level Required: Bachelor's Degree in Early Childhood Education or related field. Must possess a valid North Dakota teaching license with an early childhood education certification. Experience teaching in pre-kindergarten or kindergarten preferred.

**PREFERRED KNOWLEDGE & SKILLS:**

1. Be able to build strong and positive relationships with students, parents, staff and community members.
2. Possess exceptional oral and written communication skills.
3. Possess a demeanor that is mild-mannered, student-centered, reliable, friendly, and empathetic.
4. Demonstrate a passion for teaching and a genuine commitment to early childhood learning.
5. Must possess or acquire CPR and first aid certification.
6. Be able to create a dynamic, nurturing, stimulating learning environment where children can thrive.

**POSITION SUMMARY:** The pre-kindergarten teacher will implement a comprehensive pre-K program that focuses on early childhood academic skills and helping children build strong social-emotional skills. The pre-kindergarten teacher will ensure all students are kindergarten ready by acquiring the necessary prerequisite skills to make a successful transition to kindergarten.

**SPECIFIC DUTIES:**

- Teach the established pre-K developmental and learning standards.
- Teach the established program curriculum.
- Develop fun and engaging lesson plans that support learning standards and student growth.
- Engaging children in interactive activities that promote academic, social, physical, and mental growth.
- Adapt teaching methods and materials to meet the varying interests and learning styles of children.
- Plan and conduct activities for a balanced program of instruction, demonstration, and play time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Manage classroom activities including lessons, play, breaks, and meals.
- Regularly assess students and keep learning data for reporting purposes.
- Regularly assess student development and meet with parents to discuss their child's progress.
- Celebrate student growth and developmental milestones.
- Maintaining a safe, clean, and orderly classroom that fosters creativity and exploration.
- Guide children in their emotional and behavioral development, teaching them about appropriate behavior and boundaries.
- Collaborate with other teachers, school staff, and parents to support children's progress and address any issues.
- Keeping accurate records of children's progress, attendance, and other relevant information.

- Participate in ongoing professional development to stay current with early childhood education practices and regulations.
- Establish and enforce expectations for behavior, and procedures for maintaining a healthy and vibrant classroom.
- Collaborate with other teachers and administrators
- Provide appropriate supervision for children at all times.
- Adhere to proper health and safety procedures.

**Terms of Employment:** Employee will comply with all SRCS policies, procedures, and contractual obligations. An annual performance evaluation will be conducted along with periodic walkthrough feedback for teacher growth.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The Principal and HR Manager will ensure compliance of employee duties through the established evaluation policies and procedures.

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School Board Chairman

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Date

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Superintendent

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Date