

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

PRESCHOOL TEACHER

DEFINITION:

Under the direction of the Early Childhood Program Specialist, provide instructional activities to preschool-age children in a classroom environment; develop and implement a variety of lesson plans, instructional materials and activities to meet the needs and interests of children; implement assigned class management programs and assure related requirements are being met; monitor, assess and report progress of children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide instructional activities to preschool-age children in a classroom environment; coordinate classroom and outdoor activities to promote social, physical and intellectual growth in compliance with District Preschool guidelines, standards and procedures.
- Develop and implement whole group and small group lesson plans, instructional materials and a variety of academic, linguistic, recreational and cultural activities to meet the needs and interests of children; ensure learning activities and classroom functions comply with established curriculum standards.
- Oversee student practices and assignments in various early childhood subject areas; assist children with classroom projects and assignments; monitor and record progress of student performance; conduct in-depth student assessments.
- Establish and maintain learning goals and education plans for individual children; monitor, assess and adjust activities in response to children needs.
- Plan and implement educational learning centers according to monthly themes.
- Observe and control behavior of children in the classroom and during outdoor activities according to District tiered level behavioral management plans and procedures; develop and implement behavior management plans; ensure proper and timely resolution of child discipline problems.
- Communicate with teachers, staff, administrators, parents and others to exchange information, coordinate activities and programs and resolve issues or concerns; provide information concerning child progress, performance and behavior.
- Develop and implement activities to enhance skills related to problem solving and resolution, safety, self-esteem, nutrition, self-help and motor functions; oversee a variety of recreational activities such as arts and crafts, games, playground functions and singing.
- Train and provide work direction and guidance to instructional assistants; review work for accuracy, completeness and compliance with established guidelines and procedures.
- Perform clerical accounting duties including monitoring funds for income and expenditures; ensure expenditures do not exceed established budget limitations; forecast and reconcile assigned accounts and budgets.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide instruction to children on personal hygiene practices and self-care.
- Serve meals and snacks to children; clean classroom following eating activities.
- Collaborate with Special Education team to implement accommodations, modifications and specific IEP goals for students with special learning needs.
- Operate a variety of classroom and office equipment including audio-visual equipment, computer and assigned software.
- Prepare and maintain various records, logs and reports related to students, attendance, behavior meals and assigned activities.
- Attend and conduct conferences with parents, instructional assistants and others concerning students and classroom activities; participate in in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in early childhood education and two (2) years experience working with children in a classroom or similar learning environment.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.
- Valid First Aid/CPR certification

Knowledge of:

- Principles and practices of early child development.
- Child guidance principles and practices.
- Classroom procedures and appropriate child conduct.
- Instructional methods and techniques.
- District preschool program policies, objectives and performance standards.
- Safe practices in classroom and playground activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- First Aid/CPR techniques.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Provide instructional activities to preschool-age children in a classroom environment.
- Develop and implement lesson plans, instructional materials and a variety of academic, linguistic, recreational and cultural activities to meet the needs and interests of children.
- Monitor, assess and report progress of children.
- Coordinate classroom and outdoor activities to promote social, physical, and intellectual growth in compliance with District preschool guidelines, standards and procedures.
- Oversee student practices and assignments in various subjects.
- Establish and maintain learning goals and education plans for individual children.
- Monitor, assess and adjust activities in response to children needs.
- Operate standard office and classroom equipment including a computer and assigned software.
- Train and provide work direction and guidance to instructional assistants.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Maintain records and prepare reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom/Outdoor environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.

- Bending at the waist, kneeling or crouching to assist children.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.

Hazards:

- Contact with blood, other body fluids and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

K