

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: PRESCHOOL TEACHER

REPORTS TO: Building Principal

SUPERVISES: Assigned students/staff members

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: To create a flexible Early Childhood Education program and class environment favorable to learning and personal growth of pupils of varying mental and emotional maturities.

QUALIFICATIONS: Bachelors degree in education with appropriate Kansas licensure.

PERFORMANCE RESPONSIBILITIES:

1. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with a wide range of mental and emotional maturities.
2. Provides individual and small-group instruction designed to meet individual needs of pupils in communication skills, health habits, physical skills, and development of satisfactory self-concepts.
3. Develops activities for parents which promote parent participation and involvement in educational activities provided for their children.
4. Communicates regularly with parents by means of parent meetings, home visits, and individual parent conferences.
5. Interprets school program to parents to strengthen parental understanding of the individual pupil's needs and the school's role in the individual pupil's life.
6. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
7. Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
8. Creates an effective environment for learning through functional and attractive displays, interest centers, and exhibits of pupils' work.
9. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
10. Selects and requisitions books, instructional aids, instructional supplies, and food.
11. Participates in curriculum and other developmental programs as required.
12. Participates in faculty committees and the sponsorship of pupil activities.
13. Demonstrates effective human relations and communication skills.
14. Other duties as assigned.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013