

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: KINDERGARTEN TEACHER

REPORTS TO: Building Principal

SUPERVISES: Assigned students/staff members

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: To create a flexible kindergarten program and kindergarten environment favorable to learning and personal growth.

QUALIFICATIONS: Bachelors degree in education with appropriate Kansas licensure.

PERFORMANCE RESPONSIBILITIES:

1. Provides learning experiences in language arts, social studies, pre-reading, arithmetic, science, art, physical education, and music to students, using the course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops and uses instructional materials suitable for verbal or visual instruction of students with wide range of mental, physical, and emotional maturities.
4. Provides individual and group instruction designed to meet individual needs and helps the students make a satisfactory transition to school.
5. Establishes and maintains standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a kindergarten.
6. Evaluates academic and social growth of students, and keeps appropriate records.
7. Communicates with parents through a variety of means. Holds parent conferences to discuss the individual student's progress and interprets the school program.
8. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
11. Selects and requisitions books and instructional aids; maintains required inventory records.
12. Supervises students in out-of-classroom activities during the assigned working day.
13. Participates in curriculum and other developmental programs as required.
14. Participates in faculty committees and the sponsorship of student activities.
15. Demonstrates effective human relations and communication skills.
16. Complies with good safety practices.
17. Complies with all district rules, regulations, and policies.
18. 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