



Sacaton School District #18

JOB DESCRIPTION

JOB TITLE: General Education Preschool Teacher

Position Type: Teacher

Department: Elementary School

Salary Schedule: Certified

Reports to: Director of Exceptional Student Services

Term of Employment: 9 months

Location: Elementary School

Approved by: Sacaton Governing Board

POSITION SUMMARY

To create a flexible general education preschool class environment favorable to learning and personal growth of pupils; to motivate pupils to develop speech abilities, attitudes, skills, and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each pupil's ability; to build strong ties between home and school; to establish good relationships with parents and with other staff members.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB GOAL: To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas. To coordinate program resources to promote the educational development of each student.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Early Childhood Certification.
- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all ESSA (Highly Qualified) qualifications.
- Bachelor's Degree or higher.
- Prior early childhood teaching experience preferred.

REQUIREMENTS:

- Adheres to the District vision, mission, core values and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding service to students and families.
- Demonstrates a high regard for confidential and sensitive information.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates assigned personnel (instructional assistants).
- Carries out supervisory responsibilities by the organization's policies and applicable laws and reports directly to the Director of Exceptional Student Services as to personnel you directly supervise.

ESSENTIAL FUNCTIONS:

- Administers and monitors all aspects of the preschool curriculum.
- Provides learning experiences in the development of skills in the following areas: language arts phonemic awareness, communication, self-help, physical, art, music, health, social/emotional, and math.
- Collects data and reports data within the state monitoring system Teaching Strategies Gold by deadlines quarterly.
- Develops and uses instructional materials suitable for verbal, visual, and hands-on instruction of pupils with wide range of mental, physical, and emotional maturities.
- Encourages each student to express themselves creatively in art, music and dramatic play.
- Provides individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills, and development of satisfactory self-concept.
- Plans and coordinates the work of instructional assistants in the classroom, on field trips, in cafeteria during breakfast and lunch, on the playground, and walking students to activities on campus.
- Provides a newsletter to parents/guardians, with the approval of the Director of Exceptional Student Services, notifying them of what their children are learning for the week or the month academically and the readiness skills they are working on at that time.
- Communicates regularly with the parents/guardians regarding their child's growth and areas needing support during the school day. Communicates how the school and other resources can help when issues arise.
- Collaborate with preschool team on lesson planning, curriculum mapping, and daily activities.
- Supports the District by being present for parent/guardian activities.
- Monitors and evaluates supplemental reading, writing, and math programs and initiates program improvement strategies when necessary.
- Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
- Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Creates a hopeful and effective learning environment for learning through in-service education activities and self-selected professional growth activities.
- Participates in curriculum and other developmental programs as required.
- Participates in faculty committees and the sponsorship of pupil activities.
- Attends appropriate county, Tribal, State and area meetings and/or conferences.
- Performs other duties as assigned.

MARGINAL DUTIES:

- Provides support related to Teaching Strategies Gold.
- Supports the implementation of Multi-Tiered Systems of Support (MTSS) in the district, including documenting, monitoring and reviewing student progress and instructional strategies used for students with needs.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability to work effectively and efficiently under time constraints.
- Must be detailed-oriented and self-motivated.
- Must have an excellent memory and ability to function well under stress.

- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have the ability to keep abreast of information pertinent to the job.
- Develops and demonstrates the progress of district/department goals.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel by district and state policies/timelines.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.