

# HYDE COUNTY SCHOOLS

## PRE-KINDERGARTEN TEACHER

### NATURE OF WORK

Under general supervision creates an inviting, learning environment, which fosters personal growth of educationally disadvantaged children; to nurture those attitudes, skills, and knowledge necessary for future successes in school; to build strong ties between home and school; to establish good relationships with parents and other staff members.

### DUTIES AND RESPONSIBILITIES

- Provides an inviting learning environment following the Creative Curriculum, Foundations, Guide to the Early Years and other state and local curriculum documents.
- Develops and implements daily lesson plans reflecting the needs of individual students and curriculum goals.
- Assesses student progress by recording daily anecdotal records and by determining expected growth as stated in the curriculum goals.
- Provides appropriate materials and experiences which address the social, physical, emotional, and intellectual needs of each student.
- Enriches the educational program by participating in local field trips and encouraging classroom visits from various school and community persons.
- Previews and selects appropriate instructional supplies.
- Provides a child-centered environment which has attractive displays, interest centers and exhibits of students' work.
- Plans and coordinates the work of the teacher assistant, parents, and classroom volunteers in daily activities and/or special events.
- Develops activities which promote strong home/school relations.
- Communicates regularly with parents through individual parent conferences, home visits, journals, phone calls, etc.
- Works closely with other community agencies (DSS, mental health, court system, churches, Smart Start) to provide extra help for students.
- Assists with the screening process of students for possible Pre-K participation/enrollment.
- Participates in professional development opportunities dealing with curriculum and current early childhood issues.
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
- Responsible for other duties as assigned by the Principal and Pre-K Administrator

### MINIMUM TRAINING

BS in Birth to Kindergarten. Must be B-K licensed in North Carolina.

### ESSENTIAL JOB FUNCTIONS

- Must be physically able to operate a variety of automated office machines including computers, calculators, printers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.
- Requires the ability to speak and/or signal people to convey or exchange information. Requires the ability to read correspondence, invoices, purchase orders. Requires the ability to prepare correspondence, using appropriate forms.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form to deal with problems involving several concrete variables in or from standardized situations.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to present material to individuals and groups of people.
- Ability to maintain accurate and complete records and files.
- Ability to type accurately at a moderate rate.
- Ability to use common spreadsheet, word processing and file maintenance programs. Ability to follow both oral and written instructions.
- Ability to work alone, focused to complete assigned duties on a daily basis and whenever other areas need immediate short-term assistance.

**REPORTS TO:** Principal, Pre-K Administrator

**FSLA STATUS:** Exempt

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.