

**JOB DESCRIPTION**  
**KINDERGARTEN TEACHER**

**QUALIFICATIONS:**

1. Valid Montana teaching certification and endorsements.
2. Demonstrated successful experience working with elementary students.
3. Ability to work well with students, parents, and other staff members.
4. Thorough knowledge and understanding of the instructional/learning process.
5. Strong academic preparation and/or teaching experience.
6. Ability to implement appropriate classroom management/working environment.
7. Other qualities as deemed appropriate.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform duties/teach classes as assigned.
2. Ability to maintain an effective and positive instructional classroom environment.
3. Ability to manage student behavior.
4. Organize the instructional program to meet students' needs and capabilities.
5. Utilize and maintain building, curricular and student programs.
6. Prepare and maintain weekly lesson plans.
7. Maintain appropriate student records.
8. Work with other staff members to improve the educational program.
9. Communicate student progress to parents.
10. Communicate and interpret school programs to patrons.
11. Ability to adhere to and implement Board and school policies and procedures.
12. Provide for personal and social growth of students.
13. Ability to teach students in a collaborative/inclusion model of deliver.
14. Other responsibilities as assigned by the Building Principal.
15. Participates in curriculum and other developmental programs.
16. Maintains professional competence through in service education provided by the district, and/or self-selected professional growth activities.
17. Other duties as assigned.

**IMMEDIATE SUPERVISOR:**

K-3 Elementary Principal. In addition, a Kindergarten Teacher, as are all district employees, is under the general supervision of the District Superintendent.

**TERMS OF EMPLOYMENT:**

Salary, benefits, and other working conditions as negotiated by the Frenchtown Board of Trustees and the Frenchtown Education Association (FEA).

**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**It is the prerogative of the District to assign staff so as to best meet the needs of the District.**