

**Wolf Branch School District**  
**410 Huntwood Road**  
**Swansea, Illinois 62226**  
**Phone (618) 277-2100      Fax (618) 235-2376**

**Mr. Scott Harres, Superintendent**  
**Mrs. Jen Poirot, Elementary School Principal**

**Dr. Nicole Sanderson, Assistant Superintendent**  
**Mrs. Stacey Sommerfield, Middle School Principal**

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**JOB DESCRIPTION**

**TITLE:** Blended PreK Classroom Teacher

**QUALIFICATIONS:** Bachelor's in Early Childhood Special Education  
OR  
Bachelor's in Early Childhood Education with an LBS 1 certification

**TERMS OF EMPLOYMENT:** Employed on a nine-month basis (180 days).  
  
Salary determined by Board of Education

**JOB GOAL:** The blended PreK teacher shall be responsible for planning and executing an educational, early childhood program of learning and growth that is specific to the needs of all students, while adhering to the vision and mission of Wolf Branch School District.

**PERFORMANCE RESPONSIBILITIES:**

**Curriculum Development and Instruction**

1. Assumes responsibility for creating and implementing curriculum that is aligned to state early learning standards and consistent with the expectations of Wolf Branch School District.
2. Prepares lesson plans as needed to effectively guide classroom activities and direct substitute teachers during a time of teacher absence.
3. Provides a child-centered environment that is academically and socially engaging for all students.
4. Implements activities to promote educational growth within the preschool classroom.
5. Establishes a plan of continuous evaluation of pupil performance and program success.

**Special Education Requirements**

1. Prepares and records periodic assessments as directed by administration..
2. Retains records of assessments as directed by administration..
3. Develops and completes measurable IEP goals and objectives. Progress monitors all goals and objectives consistently as outlined by the District.
4. Develops and implements appropriate IEPs in accordance with state and federal statutes.
5. Conducts IEP meetings, parent teacher conferences, and annual review meetings.
6. Maintains open communication with the out of district Early Childhood program providers to ensure smooth transitioning of Wolf Branch students to the in district blended PreK program.
7. Collaborates with staff and paraprofessionals to meet the needs of students with special needs.

**Supervision and Safety of Students**

1. Supervises playgrounds, lunch rooms, doorways, hallways, restrooms, etc. as directed by administration.
2. Reports any serious arguments, threats, or acts of violence to the administration..
3. Assists in assuring student adherence to school rules, administrative regulations, and Board Policy.
4. Reviews and practices routinely the evaluation, emergency, and crisis management plans to be used in the event of a fire, weather related event, unexpected disaster, or intruder.
5. Submits written reports of accidents to the administration.

6. Understands basic classroom management with strategies for individual behavior management, crisis prevention, intervention, de-escalation techniques, and restorative practices.

#### **General Duties**

1. Assumes responsibility for submission of daily reports as directed by administration. (attendance, lunch counts, etc.)
2. Maintains accurate, complete and up-to-date records of student attendance, tuition and fees, and academic and social progress.
3. Maintains student records (permanent and cumulative) as directed by administration.
4. Responds to student issues and parental concerns and works with administration to resolve problems/conflicts.
5. Assumes responsibility for the appearance and comfort of the learning environment.

#### **Professional Development**

1. Continues to develop professional skills through attendance at professional meetings, membership in professional organizations, attendance at staff development training and local institutes, subscription to current periodicals, collaboration with professional peers, visitation of exemplary programs, and involvement in building School Improvement efforts.
2. Attends all faculty meetings and assigned committee meetings.
3. Maintains a current record of personal professional development activities.
4. Engages in self-evaluation with regards to performance and professional growth.

#### **Communication and Professionalism**

1. Establishes and maintains open lines of communication with students, parents, and community members.
2. Works collaboratively with parents to increase their understanding of their child's disability or developmental stages and provide suggestions to enhance the child's ability to benefit from their educational environment.
3. Builds positive, collaborative relationships with the PreK staff to ensure the highest level of instructional opportunities for students.
4. Adheres to a professional code of ethics which includes confidentiality of school related matters and loyalty to the school district.
5. Contributes to a positive school climate.

#### **EVALUATION:**

Performance rating will be subject to annual evaluation(s) by the Elementary Building principal. Visits may also be made periodically by the Superintendent and Supervisors in areas of teaching assignments.