



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

www.smithton.k12.mo.us Fax: 660-343-538

- POSITION:** Preschool Teacher
- QUALIFICATIONS:** Valid Missouri Teaching Certificate.
- REPORTS TO:** Elementary Principal
- JOB GOAL:** To encourage, engage and educate Preschool children by addressing the social, emotional and educational needs of every child.

GENERAL RESPONSIBILITIES:

1. Adapts instructional material as necessary to meet the needs of all students, including aptitudes and interests.
2. Collaborate as a team when developing lessons, activities, and planning for the Preschool.
3. Assesses student accomplishments on a daily basis, including formal and informal assessment.
4. Assigns independent learning activities to students which are appropriate to their individual needs.
5. Assists new students in adjusting to school.
6. Assists students in establishing high standards of conduct through implementation of High Scope Curriculum
7. Takes advantage of opportunities for professional development related to teaching strategies within content.
8. Regularly communicates to parents the academic program of students. Increases the frequency of communication to those parents whose children are experiencing low academic success or a significant change in academic performance.
9. Completes quarterly reports on each student and maintains complete accurate attendance and grade reporting records.
10. Encourages students to be active and healthy and to learn new skills associated with the curriculum.
11. Establishes a positive climate for learning.
12. Selects and requisitions teaching materials which are appropriate for classroom instruction.
13. Evaluates student work consistently and according to district policies.
14. Promotes student achievement/accomplishment within the classroom and school building.
15. Maintains current inventory of instructional supplies, equipment, and safety materials.
16. Assists with the non-teaching duties as directed by the principal, such as bus duty, lunchroom duty, and recess duty.
17. Attends parent/teacher conferences and school activities as required by the school administration.
18. Chaperones school-sponsored field trips as necessary.
19. Assists students in activities associated with school-approved parties, holidays, and other non-curricular activities.

Encourage



Engage



Educate

20. Cooperates with other teachers in teaching and non-teaching assignments.
21. Cooperates with school nurses and health authorities on pertinent health matters.
22. Provides equal educational opportunity for each child.
23. Participates in curriculum planning and development and actively considers and evaluates new educational programs and strategies.
24. Follows curriculum guides and teaches to accomplish learner outcomes established and approved by the school district.
25. Assists in identifying learning needs of exceptional children.
26. Implements BOE policies of students' discipline, assists in investigation of attendance problems, investigates complaints about student conduct, and investigates student complaints and grievances.
27. Makes referrals to other professional staff personnel.
28. Develops adequate lesson plans extensive enough for use by substitute teachers.
29. Keeps the administration informed concerning learning and discipline problems of students.

TERMS OF EMPLOYMENT: Salary and year to be established annually by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the BOE's policy on evaluation of teachers.

