**Job Title:** Lead PreSchool Instructor

**Type:** Non-Certified

**Date Available:** Immediately

**Qualifications:**

* CDA or equivalent certificate **OR** an early childhood degree or equivalent degree **OR** completed at least 60 clock hours of educational training leading to an early child degree or CDA credential.
* Pass the Required Expanded Criminal History Check and Expanded CPS Check

**Primary Function:**

To help students obtain the developmentally appropriate knowledge, skills and character to be successful Kindergarten students.

**Duties & Responsibilities:**

* Meets and instructs assigned classes in the locations and at the times designated
* Implement preschool curriculum based on the *FOUNDATIONS to the Indiana Academic Standards for Young Children From Birth to Age Five*
* Creating and manage a daily schedule working within the elementary master schedule.
* Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student.
* Prepares for classes assigned, and shows written evidence of preparation.
* Encourages students to set and maintain standards of classroom behavior as
* Assesses the accomplishments of students on a regular basis and provides progress reports as required.
* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
* Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
* Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
* Plans and supervises purposeful assignments for paraprofessional(s) and, cooperatively with department heads, evaluates their job performance.
* Strives to maintain and improve professional competence by completing required training hours and courses.
* Attends staff meetings and serves on staff committees as required.

**Salary/Benefits:**

* Starting at $12.00 per hour, 37.5 hours per week
* Paid Sick and Personal days
* Enrollment in The Public Employees Retirement Fund (PERF)

**Application Instructions:**

* Non-Certified Staff Application ([www.brv.k12.in.us](http://www.brv.k12.in.us))
* Letter of Interest
* Current resume
* College transcript **OR** CDA Certificate/Course work
* Submit all to BRVApplications@brv.k12.in.us