



Job Description

Position: Pre-Kindergarten Classroom Teacher (1/2 Day - Job Share)

Status: Part-Time; Exempt; Faculty
Reports to (direct): Pre-K through 3rd Level Principal
Reports to (indirect): President
Supervises: Classroom Aide
Hours: 7:30am-12:30pm, Monday through Friday; Follows the academic school year calendar
Salary: Follows Board-approved scale (62.5% of step/lane salary amount)
Date Approved:

Position Summary:

The Pre-Kindergarten Classroom Teacher performs teaching responsibilities; actively supports and promotes the mission, philosophy, goals, objectives, policies, procedures, and community spirit of the school; models Christian characteristics and behavior in relations with staff, students, parents, and community; and fosters a positive and professional environment by working collaboratively and cooperatively with administrators and staff.

Duties/Essential Job Functions:

- Serves in the teaching assignment determined by the Pre-K through 3rd Level Principal and performs curricular and extracurricular tasks as assigned.
- Participates in professional development activities: in-service programs, instructional improvement plans implemented in the school, curriculum planning, and staff meetings.
- Avails himself/herself to staff, students, parents, and administrators for at least one-half hour before and after school.
- Assumes direct responsibility for the care and safety of students from the time of their arrival to the end of the shift
- Assumes extracurricular responsibilities to enhance the educational program or as directed by the Pre-K through 3rd Level Principal or President
- Promotes positive public relations with staff, students, parents, and community by attending PTO meetings, conducting parent conferences, and planning additional educational experiences for students such as field trips, speakers, or involvement with the business community.
- Conducts and reports on-going evaluation of students' progress to parents and administrators using school and level assessments.
- Keeps accurate records including but not limited to students' academic progress, attendance, behavior, and parental contacts.
- Conducts annual standardized testing appropriate to the level.
- Performs clerical tasks relative to the teaching assignment including but not limited to grading papers, keeping records, taking attendance, and completing forms in a timely manner.
- Maintains inventory of textbooks, manuals, instructional materials, equipment, and supplies located in the classroom.
- Maintains a healthy, clean, safe, and attractive learning environment.
- Directs and monitors the Classroom Aide.
- Assists the Pre-K through 3rd Level Principal and the afternoon 1/2 day Pre-K Classroom Teacher in evaluating the Classroom Aide.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree and appropriate teaching license.
- Detail oriented with excellent organizational and time management skills.
- Computer abilities and proficiency in databases, word-processing, spreadsheets and learning new software.
- Excellent communications skills; verbal, written, interpersonal.
- Service oriented with ability to effectively interact with students, faculty and administrators.
- Ability to work with confidential information.
- Resourceful with ability to work independently.
- Willingness to participate in skills enhancements and professional development.
- Ability to work well under time demands and to perform multiple tasks.
- Appropriate technical skills, including previous use of the following: Microsoft Word, Excel; Database; Internet, E-mail, Desktop publishing, fax, copier, printer, scanner.