

District #100 Pre-K Teacher Job Description

The teacher's primary job is to teach the basic and essential skills at each grade level. Qualifications include:

Instructional Process

- Plans and implements a program of instruction that adheres to the Illinois Learning Standards, and district philosophy, goals and objectives.
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Plans and implements a program of study designed to meet individual needs of students.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Maintains articulation between Pre-K and Kindergarten classrooms.
- Encourages student enthusiasm for the learning process and the development of good study habits.
- Provides progress and interim reports as required.
- Prepares substitute folder containing appropriate information as required by the principal.
- Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
- Recognizes learning problems and makes referrals as appropriate.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.

Curriculum Development

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists on the ongoing curriculum revision process, including the revision of written courses of study.
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

Classroom Management

- Develops, in accordance with district school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities per the district's comprehensive risk management program.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Maintains an up to date inventory of all materials.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.

Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.

- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

Professional Growth

- Has taught in a self-contained classroom teaching position or has successfully completed a state approved student teaching assignment in a self-contained classroom teaching position within the last five (5) years.
- Is licensed and/or endorsed to teach at the grade level(s) and subject area(s) required for the position.
- Pursues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Maintains necessary licensing and qualifications to teach assigned subject areas.
- Cooperates with the administration in planning appropriate inservice training programs at a school or at the district level.
- Uses and promotes the use of technology as a learning and teaching tool.
- Attends staff, department, and committee meetings as required.
- Additionally, teachers are encouraged, but not required to promote a department library of subject area literature.

Student Evaluation

- Evaluates progress of students on a regular basis using multiple assessment methods and progress monitoring instruments such as teacher made tests, samples of students' work, mastery skills check lists, criterion-referenced tests, norm-referenced tests, etc.
- Makes appropriate adjustments in the instructional program and as required by the principal and student need.
- Maintains up to date information and references in order to adequately prepare students.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.