

## North Central Education Service District

### Job Description – Pre-School Teacher

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<b>Title:</b>	Pre-School Teacher
<b>Department:</b>	School Site
<b>Classification:</b>	Licensed
<b>Supervised by:</b>	Superintendent or Designee
<b>Work Year:</b>	Assigned by Superintendent

#### Job Purpose Statement:

To develop and implement preschool curriculum for young children between the ages of 3 and 5 with a focus on Kindergarten readiness. To provide a safe, emotionally secure environment for the healthy development of young children. To demonstrate knowledge of child development and use of various teaching approaches appropriate for the children.

#### Job Qualifications: Education and Experience:

- High School Diploma or equivalent required
- AA/BA/BS Degree in Early Childhood Education Preferred
- Prefer minimum of one-year experience in a pre-school (infant/toddler) classroom.
- CDA/Oregon Registry Online (Step 7)
- Meet North Central Education Service District OPK/Head Start Guidelines

#### Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Within 30 days of employment must be Pediatric CPR & First Aid Certified
- Oregon Food Handlers Card.
- Successfully pass district background screening

#### Knowledge, Skills, and Abilities:

- Thorough, current knowledge in the fields of Early Childhood Education and Child Development.
- Proficiency in implementing a developmentally appropriate curriculum that is based on the most current early childhood education and child development research.
- Proficiency in developing and maintaining a nurturing, safe, and healthy environment that promotes social, emotional, cognitive, and physical development of children.
- Ability to create a rich learning environment and use sound guidance and discipline, and instructional practices appropriate for the preschool child.
- Excellent interpersonal skills and flexibility in working with children, parents, and staff.
- Computer literate, sufficient to use software such as email application, word processing, spreadsheets, and data bases to produce correspondence, documents, and reports as required by the position.

#### Essential Job Functions:

1. Develop and implement age-appropriate curriculum.
2. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question and investigate.
3. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
4. Maintain effective classroom management at all times.

5. Plan and supervise class field trips, guest speakers, and other experiential activities that help engage students.
6. Provide care and supervision for children in a variety of settings including snack time, toileting, indoor and outdoor play.
7. Order supplies needed for class projects and prepare materials and classroom for class activities. Be responsible for the supervision and scheduling of parent volunteers.
8. Organize and attend fundraising events and other meetings as scheduled.
9. Continually evaluate students and their levels and abilities as well as maintaining individual student portfolios with work samples and skills checklists.
10. Keep accurate records of all students.
11. Promote the development of parent skills, in their role as prime educator of their children.
12. Plan and execute home visits to develop the teaching skills of parents.
13. Maintain children's files in accordance with set standards.
14. Conduct parent/teacher conferences twice a year.
15. Maintain a successful working relationship with parents, school administrator, and staff.
16. Prepare monthly reports accurately and by deadlines.

#### **Educational Skills:**

##### **Language & Communication:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to speak effectively with other employees and/or students
- Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals or groups.

##### **Mathematical:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to apply concepts of basic algebra and geometry.
- Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by device.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

##### **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

## Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with District staffs and immediate supervisor.
- Communicate regularly with community members and provide support for building use
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

## Physical Requirements:

### 1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

### 2. Employee may use hands for repetitive:

☒ Single Grasping      ☐ Pushing and Pulling      ☒ Fine Manipulation

### 3. Employee may use feet for repetitive movement as in operating foot controls:

☐ Yes      ☒ No

### 4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

### 5. Lifting:

☐ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

☒ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

## **Mandatory Child Abuse Reporting**

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

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### **Agreement**

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my job description may be revised or updated at any time. Once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, \_\_\_\_\_ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

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**Employee Signature**

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**Date**