

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Pre-Kindergarten Instructor</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	7
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	853
<b>Reports to:</b>	Early Childhood Education Specialist or Head Start Education Coordinator

### **JOB SUMMARY**

Under the direction of the Early Childhood Education Specialist or Head Start Education Coordinator, the Pre-Kindergarten Instructor develops and implements developmentally appropriate classroom learning experiences to enhance social and academic learning opportunities. Ensures the developmental needs of all children are addressed. Maintains a safe, organized, learning environment. Implements the program's philosophy and adheres to the Head Start Program Performance Standards.

### **ESSENTIAL JOB FUNCTIONS**

- Provides a safe and supportive classroom environment that promotes exploration and learning.
- Plans and implements daily curricula that promotes children's social, emotional, physical, and cognitive growth; supports the program's school readiness goals.
- Evaluates each child's needs and skills, no less than three (3) times yearly, and completes a written assessment that is shared with the parents.
- Maintains a record of observations on each child, documenting social and academic progress toward individualized goal achievement.
- Works with parents to develop and implement an Individualized Education Plan for children receiving special education services.
- Adapts planned classroom learning experiences to meet the needs of all children, including children with disabilities and dual language learners.
- Model cultural and linguistic responsiveness; providing first language support whenever possible while simultaneously supporting English acquisition for dual language learners.
- Involves parents in the child's learning experience through home visits, parent-child activities, parent-teacher conferences, telephone contact, calendars, written communication, and online parent education resources.
- Creates and implements lesson plans that are individualized based on children's needs identified in assessments and observations.

- Implements learning experiences that are aligned with the Utah Pre-Kindergarten Guidelines and the Head Start Early Learning Outcomes Framework.
- Provides adequate active supervision at all times to ensure the safety and well-being of every child throughout the day; Keeps classroom safe and free from hazardous materials.
- Meet Head Start program requirements for home-visits, parent-teacher conferences, individualized education planning, and required health and safety training for children.
- Oversees teacher assistants and volunteers in the classroom; provide opportunities allowing them to build teaching skills and develop effective teacher-child interactions.
- Participates in snack and lunch with the children; modeling family-style meals and using mealtime as an opportunity to teach children self-help and social skills.
- Assists children in brushing teeth, washing hands, changing soiled or wet clothing, etc. May assist with toilet training.
- Administers first aid for minor cuts or injuries.
- Monitors children for illness or other health problems and reports signs of neglect or suspected child abuse to proper authorities.
- Make referrals to appropriate managers, mental health consultant and disabilities liaison to assure all children and families receive maximum services.
- Actively participates in all required meetings and professional development opportunities.
- Actively participate in IEP meetings for children with special needs including sharing observational assessments, anecdotal notes, and educationally relevant information.
- Coordinates monthly fire and earthquake drills.
- Maintains classroom supplies and materials based on allocated budgets.

### **MINIMUM REQUIREMENTS**

- Associate degree in Early Childhood Education, Child Development, or a related field accepted with a minimum of two (2) years of related experience.
- Bachelor's degree in Early Childhood Education, Child Development, or a related field preferred.
- Food handler's permit.
- Driver's license.
- First aid and CPR certification (Training provided by the program)

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong knowledge of early childhood education and developmentally appropriate practices.
- Understanding of special populations including children with disabilities, dual language learners, cultural diversity, and children living in poverty.
- Knowledge of basic health care for young children.
- Strong organization and leadership skills.
- Ability to work effectively with young children and adults.
- Ability to administer developmental screening tests.
- Ability to write an educational plan including follow-up and evaluation.
- Ability to use small office equipment and computers.
- Ability to manage inventory and property.
- Ability to prepare purchase orders.

**PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*