



## Rockford Area Schools Job Description

# Learning Readiness Teacher

### General Definition of Work

Performs intermediate professional work providing a safe and nurturing educational environment, and related work as apparent or assigned. Work is performed under the limited supervision of the ECFE Coordinator. Occasional oversight is exercised over teacher's assistant.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Greets and welcomes students and parents as they arrive; establishes and maintains a trusting relationship with parents and guardians.

Creates and maintains a learning environment that is safe, nurturing and encourages learning through play.

Prepares lesson plans that are developmentally appropriate for children ages three to five based on goals established by the Early Childhood Indicators of Progress (ECIPs); collaborates with early childhood staff to plan and schedule lessons.

Conducts classroom instructions based on established lesson plans and objectives.

Communicates with parents on a daily basis; provides information about the child's day; addresses specific concerns/needs of the child; documents individual child's learning.

Research and selects supplies and equipment for the classroom.

Attends staff meetings; prepares for and attends parent/teacher conferences; stays current on teaching strategies and best practices.

Assesses children throughout the year to determine development, skills readiness and special needs.

### Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of early childhood education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of early childhood program rules, regulations and procedures; thorough understanding of child development guidelines and discipline guidelines that are positive and respectful; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### Education and Experience

Bachelor's degree with coursework in elementary education, or related field and moderate experience with child and/or parent education, or equivalent combination of education and experience.

### Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires sitting, climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or



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quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Pre-Kindergarten License  
Parent Education License  
Creative Curriculum Training  
First Aid and CPR training