



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**

**PRE-K TEACHER**

**REPORTS TO:**

Principal

**JOB DESCRIPTION:**

The Pre-K Teacher is responsible for creating a nurturing, developmentally appropriate, and engaging learning environment for four-and five-year-old children. The teacher will implement the Opening the World of Learning (OWL) curriculum and align instruction with the North Carolina Foundations for Early Learning and Development.

**QUALIFICATIONS:**

- High School Diploma or Equivalent
- Must hold or be actively working toward a North Carolina Birth through Kindergarten (B-K) Continuing License or a Pre-K/K Add-on License issues by the North Carolina Department of Public Instruction (NCDPI)
- Must maintain active licensure and complete required Continuing Education Unites (CEUs)
- Strong understanding of early childhood development and instructional strategies
- Experience with the Work Sampling System and the ECERS preferred
- Excellent communication, organization, and classroom management skills

**ESSENTIAL JOB FUNCTIONS:**

- Develop and implement daily lesson plans using the OWL curriculum aligned with NC Foundations for Early Learning and Development

- Create and manage engaging learning centers (e.g. Blocks, Dramatic Play, Art, Science, Writing)
- Foster language development through conversations, storytelling, and group reading
- Introduce foundational academic concepts such as colors, shapes, numbers, letters, and early literacy
- Conduct ongoing student assessments using the Work Sampling System and maintain individual portfolios
- Maintain accurate records including developmental screenings, health assessments, and attendance
- Conduct at least two parent-teacher conferences and one home visit annually
- Support students' social-emotional growth and teach personal hygiene and self-care routines
- Ensure a safe, clean, and developmentally appropriate classroom environment in compliance with NC childcare licensure rules
- Always maintain required staff-child ratios
- Communicate regularly with families through newsletters reading logs, folders, and phone calls
- Attend all required professional development and maintain a minimum ECERS score of 5.0
- Collaborate with colleagues and administrators to support student success and program quality

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**