



TEACHER

TEACHER (PRE-KINDER)

JOB DESCRIPTION

JOB TITLE: Teacher - Pre-Kinder
REPORTS TO: Campus Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188 | **CALENDAR:** B
JOB ID & DATE: TCH-03 | May , 2025

JOB PURPOSE SUMMARY

The Pre-Kindergarten Teacher is responsible for creating a nurturing, inclusive, and developmentally appropriate learning environment for young children. This position plays a key role in laying the academic and social-emotional foundation that prepares students for a successful transition to kindergarten. The teacher fosters curiosity, creativity, independence, and interpersonal growth while implementing a standards-aligned curriculum that supports the diverse needs of early learners. Teachers are expected to collaborate with colleagues, engage families, and contribute to a positive school culture.

REQUIREMENTS

Education Level Details

Bachelor's degree in Early Childhood Education or a related field.
Master's degree is preferred

License / Certification Required

Valid Colorado teaching license or Early Childhood Teacher qualification

Work Experience Required

Experience working with young children in an educational setting, with prior Pre-K teaching experience preferred

Other Skills and Abilities Required

Knowledge of core academic subject assigned
Knowledgeable of state curriculum standards
Bilingual Endorsement preferred
Regular attendance is essential
Knowledge of early childhood development and best practices in early childhood education.
Strong communication and interpersonal skills.
Creativity and the ability to create an engaging learning environment.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instructional Strategies

- Develop and implement lesson plans that align with the district’s early childhood curriculum and demonstrate thoughtful preparation and responsiveness to student needs.
- Design instructional activities that reflect an interdisciplinary, hands-on approach to teaching and learning.
- Use a variety of strategies, materials, and technologies that support active learning and reflect understanding of developmental stages.
- Integrate play-based learning experiences to foster creativity, language development, and cognitive growth.
- Conduct ongoing informal assessments of students’ developmental stages and learning preferences to guide instructional planning.
- Collaborate with special education and support staff to modify instruction for students with IEPs or identified needs.
- Coordinate instructional goals and classroom strategies with teaching teams and administrators.
- Supervise and guide instructional aides and volunteers in support of classroom routines and student learning.
- Implement early intervention strategies aligned with the district’s RtI framework to support students identified for Tier 2 or Tier 3 interventions.
- Monitor student progress and collaborate with school-based RtI teams to review data, adjust instruction, and document intervention strategies in Enrich or other designated systems.

Student Growth and Development

- Monitor and assess student progress through developmentally appropriate assessment tools.
- Use assessment data to adjust instruction and provide early intervention when necessary.
- Serve as a positive role model and support the district’s mission of equitable student success.

Classroom Management and Organization

- Establish predictable routines, clear expectations, and a nurturing environment conducive to learning.
- Manage student behavior in accordance with district policies and positive guidance strategies.
- Take appropriate steps to ensure student safety and care of classroom materials.

Communications

- Maintain respectful and effective communication with students, families, colleagues, and community partners.

- Promote meaningful family engagement through newsletters, family events, and regular updates.

Professional Growth and Development

- Engage in continuous learning through district-sponsored professional development and early childhood networks.
- Follow all Colorado Department of Education, district, and school regulations.
- Participate in faculty meetings, school initiatives, and collaborative planning teams.
- Contribute to curriculum and instructional material selection.
- Maintain documentation, records, and reports in compliance with district expectations.

Policy, Reports, and Law

- Comply with all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), Head Start Program Performance Standards (as applicable), and other national requirements governing early childhood programs.
- Comply with all State of Colorado laws and regulations related to early childhood education, including the Colorado Preschool Program (CPP), the Colorado READ Act, and Colorado Department of Early Childhood (CDEC) licensing standards.
- Follow all applicable Board of Education policies and Adams 14 Operational Policies governing instructional practice, safety, student support, and professional conduct.
- Adhere to district-level procedures and school-specific expectations for early childhood implementation, family engagement, documentation, and assessment.
- Perform other duties as assigned by the building principal or the Superintendent of Schools.

Budget Responsibilities

- Maintain accurate records of classroom materials and supplies.
- Ensure responsible use and inventory of instructional resources.

PRE-KINDER SPECIFIC

- Develop and implement a developmentally appropriate curriculum aligned with Colorado Early Learning and Development Guidelines to prepare children for kindergarten readiness.
- Create lesson plans that support cognitive, language, physical, social, and emotional development.

- Maintain an organized, stimulating classroom environment that invites exploration and fosters independence.
- Use age-appropriate routines, transitions, and behavioral expectations to build a secure learning space.
- Differentiate instruction based on individual student needs, interests, and abilities.
- Conduct frequent developmental assessments and communicate progress to families through conferences and written reports.
- Foster strong family partnerships through consistent, respectful communication.
- Celebrate diversity and promote inclusion by valuing students' cultural, linguistic, and developmental backgrounds.
- Ensure compliance with health, safety, and licensing regulations for early childhood classrooms.
- Participate in early childhood professional development and apply current research-based practices.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

TRANSPARENCY IN PAY AND BENEFITS

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501 to \$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is

scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) with free and confidential support services and wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____