



Position: Teacher

Assignment: ESL Pre-K Full Day Teacher

Wage /Hour Status: Exempt

Reports to: Principal

Pay Grade: TC100/187 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Provide prekindergarten students with developmentally appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree from accredited university
- Highly Recommended: A graduate or undergraduate degree in early childhood education or early childhood special education or a non-early childhood education undergraduate degree with a documented minimum of 30 hours of coursework in early childhood education
- Valid Texas teaching certificate with required endorsements or required training for subject and level assigned (Early Childhood and ESL Certified)
- Demonstrated competency in the core academic subject area assigned.
- CPI and CPR certified preferred

Special Knowledge/Skills/Experience:

- Knowledge of core academic subject assigned.
- Knowledge of Texas Prekindergarten Guidelines.
- Knowledge of child development and developmentally appropriate practices for three- and four-year-old students.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Strong organizational, communication, and interpersonal skills.
- Ability to engage in self-evaluation regarding performance and professional growth.

Major Responsibilities and Duties:

- Administers school elementary curriculum, facilitating student learning based on the Texas Prekindergarten Guidelines and aligned to the LISD Prekindergarten Curriculum, in alignment with the district's goals.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develops lesson plans and instructional materials and translates lesson plans into learning experiences to best utilize the available time for instruction.

- Teach, interact with, and engage with children in age and developmentally appropriate ways that promote learning and independence.
- Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- Assist children with self-care, which may include eating, toileting, and dressing.
- Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the school system.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other prekindergarten and elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
- Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- Maintain student confidentiality.
- Administers standardized tests and required assessments in accordance with District testing programs.
- Performs other related tasks as assigned by principal or other administrators.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move materials, textbooks, and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name