



LAS CRUCES PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: **TITLE ONE PRE SCHOOL TEACHER**

FLSA STATUS: Exempt

SALARY/TERMS OF EMPLOYMENT: Certified Teacher Personnel
7.5 hours

MINIMUM QUALIFICATIONS:

1. Bachelors and/or Masters Degree in elementary education from a regionally accredited college or university/early childhood endorsement
2. New Mexico teacher license certificate
4. Recommendations from degree-granting institution and/or previous employing institution

REPORTS TO: Principal (Primary Supervisor)/Title 1 Coordinator

JOB GOAL: To create a flexible program and an environment favorable to learning and to personal growth. To motivate each student to: develop skills, knowledge and attitudes in accordance with his/her ability; develop his/her special talents; to develop sound opinions based on facts; and develop proficiency in inquiry skills and concepts.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the location(s) and at times designated.
2. Teacher skills, knowledge and attitudes to students on grade academic level in the curriculum area of assignment, utilizing district curriculum guides prescribed by the Board of Education or other appropriate agencies.
3. Provides activities in accordance of curriculum objectives, developmentally appropriate practice and program philosophy.
4. Provides individualized and small group instruction and establishes a classroom environment in order to adapt the curriculum to the needs of the students with varying intellectual abilities, attitudes, cultural backgrounds and learning styles.
5. Prepares lessons with a variety of materials and resources for children to explore and manipulate so that children can learn and participate in imaginative play.

6. Provides instruction whereby students may develop concepts and appreciation for the course of study, enhancing their ability to make qualitative judgments.
7. Develops instructional plans and organized class time to provide a balanced program of instruction, demonstration and work time.
8. Develops students' abilities for critical analysis and encourages independent thought and expression of original ideas.
9. Evaluates student performance and maintains an accurate written record of each student's independent thought and expression of original ideas.
10. Develops and implements small group literacy activities.
11. Utilizes technology in planning, developing and implementing instructional objectives.
12. Provides for the development of organizational skills and social/emotional growth.
13. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitudinal and learning problems.
14. Establishes and maintains standards of student behavior needed to provide an orderly and productive environment and encourages students to take responsibility for their own behavior.
15. Participates in curriculum planning and program development within the assigned school.
16. Establish consistent communication with parents, children and other professional staff.
17. Participates in the selection of textbooks and instructional assistance appropriate to the interest and maturity level of students.
18. Supervises, as assigned, students' activities during the regular workday.
19. Assists in the implementation of all policies and regulations concerning the administration of the school.
20. Maintains professional competence through in-service education activities provided by the district, and/or self-selected professional growth activities.
21. Participates in Teacher Performance Evaluation as adopted by the local Board of Education.
22. Plans and supervises purposeful assignments for instructional assistant when appropriate.
23. Attends faculty meetings and participates on faculty committees to promote school and district goals.
24. Sponsors student activities when mutually agreed upon.
25. Prepares reports and maintains required inventory records

- 26. Implements and adheres to all Early Childhood Performance Standards.
- 27. Complies with local, state and federal rules and regulations.
- 28. Agrees to fulfill performance responsibilities in location(s) assigned.
- 29. Performs such other tasks as may be assigned within the parameters of the job analysis.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board of Education’s policy on evaluation of certified personnel.

I accept the position offered and agree to the above job description:

SIGNATURE:_____

DATE:_____

PRINT NAME:_____

APPROVED BY:_____

DATE:_____

REV: 7/2012