

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Teacher, Preschool/Early Childhood

JOB TITLE: Teacher, Preschool/Early Childhood (3 and/or 4 year olds)	LOCATION: Elementary
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: 10 month Teacher 200 PAY GRADE:
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: Hold a Bachelor of Arts or Science degree from a four year accredited college or university. Have a Postgraduate Professional License with endorsement(s) in the appropriate area (early childhood education (PreK or NK). Demonstrate ability to work cooperatively with students, teachers, parents, and all stakeholders.	

JOB GOAL: To work with the principal and colleagues in the implementation of the specified curriculum, student services, and other tasks that provide the support necessary to instruct children in activities designed to promote social and emotional, physical and intellectual growth needed by performing the specified responsibilities and duties.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to accomplish each essential duty 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.

PERFORMANCE RESPONSIBILITIES: Other duties may be assigned. Essential duties must be performed on site.

1. Reports to work as scheduled on a regular and reliable basis.
2. Plans individual and group activities to stimulate growth in language, social and motor skills such as learning to listen to instructions, playing with others and using play equipment.
3. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with a wide range of mental, physical and emotional maturation levels.
4. Develops in each pupil an awareness of his worth as an individual and his role in his family and community.
5. Encourages pupils to express themselves creatively in art, music, and dramatic play.
6. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills
7. Creates an effective environment for learning through functional and attractive displays, learning centers and exhibits of pupils' work.
8. Provides individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills and development of self-concepts.
9. Plans and coordinates the work of the paraprofessional, parents and volunteers in the classroom and on field trips.
10. Enriches educational programs through field trips to community resources such as museums, parks and through classroom visits by resource persons from the school and community. Shares and interprets these experiences with pupils and parents.

11. Cooperates and seeks assistance from other professional staff members.
12. Communicates regularly with parents by means of a newsletter, notes, phone calls and individual parent conferences. Explains the preschool program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
13. Promotes parent participation and involvement in education activities provided for their children.
14. Meets core expectations for all certified staff contained in the District's Professional Growth System
15. Maintains accurate, complete and correct records as required by law, district policy, state and federal requirements.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

****This position is not eligible for hybrid or remote work****

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Paraprofessional, Preschool/Early Childhood

JOB TITLE: Paraprofessional, Preschool/Early Childhood	LOCATION: Madison Elementary School
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: 10 month PAY GRADE:
SPECIAL REQUIREMENTS: None	FLSA STATUS:
EDUCATION/EXPERIENCE: Have any combination of education and experience equivalent to a high school diploma. Demonstrate ability to work cooperatively with students, teachers, parents, and all stakeholders. Preferred: Previous experience working with groups of children.	

JOB GOAL: To work with the teacher, principal, and colleagues in the implementation of the specified curriculum, student services, and other tasks that provide the support necessary to instruct children in activities designed to promote social and emotional, physical and intellectual growth needed by performing the specified responsibilities and duties under the direction of a licensed teacher.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to accomplish each essential duty 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.

PERFORMANCE RESPONSIBILITIES:

Other duties may be assigned. Essential duties must be performed on site.

1. Reports to work as scheduled on a regular and reliable basis.
2. Provides responsible administrative, clerical, and human support in assisting the classroom teacher in the management and instruction of students including those with special needs;
3. Performs related tasks as required and directed;
4. All work is performed under the direction and supervision of the classroom teacher, however, the assistant may independently carry out particular aspects of the instructional program.
5. Assists in organizing student's supplies and materials. '
6. Ensures everything is in its proper place and is readily accessible.
7. Maintains a clean and orderly classroom by helping students in cleaning up materials after instructional activities and making sure that there is no potential hazard present in the classroom.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of

students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.