



## CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

**Job Title:** Preschool Early Learning Teacher – Dual Certified

**Minimum Qualifications:** B.A./B.S degree in teaching from an accredited institution or related field teaching AND Iowa Board of Educational Examiners license in teaching in Birth/PK-3rd Grade Inclusive Settings

**Reports To:** Director of Student Services

### Position Summary

To plan, organize and implement an appropriate instructional program in a Preschool learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Director of Student Services.

### Essential Duties & Functions (but not limited to)

- Designs an effective educational program appropriate for preschool students.
- Uses diagnostic findings (cognitive, academic, and social emotional) to assess learning strengths and weaknesses to plan an individual education program (IEP) with ambitious goals, objectives, expectations meeting the needs for each student.
- Maintains appropriate IEP forms, including progress monitoring data.
- Develops lesson plans and adapts appropriate teaching materials to provide individualized and small group instruction to meet the individual learning styles of the children.
  - Develops and uses instructional materials suitable for verbal or visual instruction of pupils' wide range of mental, physical, and emotional maturities.
  - Develops in each pupil an awareness of his worth as an individual and his role in his family and community. Encourages pupils to express themselves creatively in art, music, and dramatic play.
  - Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Evaluates each pupil's academic growth on a regular basis and keeps the necessary supportive data to provide progress reports as required.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Awareness of health needs/concerns for the special education & general education student.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.

- Prepare required reports on students and activities, including Medicaid documentation.
- Participate in department, school, district and parent meetings, including professional development.
- Participate and communicate effectively in conferences with parents, professional staff members, support staff and/or other agencies involved concerning individual students. Conferences are often held in child's home.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Encourage and provide opportunities for family involvement.
- Provide support for related personnel, and be open to support from related personnel including but not limited to: AEA Consultants, School Nurse, Paraprofessionals, PLC PK Team members, etc...
- Responsible for training classroom paraeducators.
  - Classroom techniques and material used.
  - All disability areas.
  - Laws and regulations.
  - Assessment and data collection.
  - Behavior management.
  - Audio-vocal and instructional media.
  - Technology use

#### **Additional Responsibilities**

- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Pass and provide appropriate certification requirements, such as CPI and Pediatric First Aid & CPR.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Meet professional teacher education requirements of school, district and state.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Other duties as assigned.

#### **Minimum Qualifications**

**Education:** B.A/B.S degree in teaching from an accredited institution or related field teaching.

**Certification/License:** Must possess an Iowa Board of Educational Examiners license in teaching in Birth-3rd Grade Inclusive Settings, or equitable endorsement.

#### **Working Conditions:**

- Climate controlled classrooms.
- Outdoor recess and transportation entry/exit supervision, where temperatures vary.

**Mental Demands/Physical Demands/Environmental Factors:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 40 pounds. The employee is directly responsible for the safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as reading handwritten or typed material and the ability to adjust focus. 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.

Staff must be able to participate in and pass Non-violent Crisis Intervention training, including appropriate procedures for preventing the use of physical restraint and de-escalating problematic behaviors. Relationships should be developed, preventing restraint and utilizing only when there is an identified danger to self or others.

Staff must be able to run short distances to ensure student safety. The employee may be exposed to physical contact from aggressive students.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### Other Information

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

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It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, and sexual orientation in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

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