



JOB DESCRIPTION

Position Title: PreK Summer Transition Program Teacher

Department: Teaching and Learning

Reports to: Principal

Position Summary: The PreK Summer Transition Program Teacher is expected to contribute positively to attaining the local school and Glynn County Schools mission and vision by providing quality instruction to students in a safe and orderly environment that encourages all students to achieve at their maximum capacity.

JOB QUALIFICATIONS

Education: Bachelor Degree required

License: Valid Georgia Teaching Certificate in Early Childhood Education (P-5) or must be eligible for Georgia Certification

Physical Activity

- Light lifting, carrying, pushing or pulling
- Walk and/or stand for prolonged periods of time

Knowledge

- Communicates effectively and promotes good public relations with students and administrators
- Works with peers/supervisors in a considerate and cooperative manner and assists others when needed
- Demonstrates patience and care for all students
- Organizational Skills

Additional Qualifications/Responsibilities for this position:

- Evaluate students' academic and social growth
- Identifies student needs and makes appropriate referrals
- Plans and works with paraprofessionals, parents, and volunteers in the classroom and on field trips
- Translates standards into developmentally appropriate lessons
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student
- Teaches district approved curriculum
- Collects and uses data to drive instruction and student instructional plans

DUTIES AND RESPONSIBILITIES

- Provides Instruction for the assigned students
 - Teaching at an instructional level appropriate to the mastery level of the students to be taught.
 - Providing both teacher-focused and student-focused content development during the teaching process.
- Builds for student transfer of knowledge by
 - Utilizing the Gradual Release Model
 - Utilizing Learning Targets and Success Criteria
- Assesses and encourages student progress
 - Promoting student engagement
 - Monitoring student progress (Common Formative Assessments)
 - Responding to both adequate and inadequate performances
- Manages the learning environment
 - Using time efficiently both in the handling of non-instructional tasks and in using instructional time appropriately.
 - Maintaining an effective physical setting for instruction.
 - Maintaining appropriate student behavior by intervening when necessary to redirect a student from inappropriate to appropriate behavior.
- Follow professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues by
 - Interacting in a professional manner with students, parents and colleagues.
 - Being available to students and parents for conferences according to school/system policies.
 - Facilitating home-school communications by such means as holding conferences, telephoning, and sending written communications.
 - Maintaining confidentiality of student students and student records

- o Modeling correct use of oral and written language.
- o Demonstrating accurate and up-to-date knowledge of content.
- o Assigning reasonable tasks and homework to students.
- o Exhibits a professional attitude and demeanor at all times in dealing with the School Board, school administrators, fellow employees, parents, students, and the public
- Comply with school, system, and state administrative regulations and Board of Education policies by
 - o Conducting assigned classes at the time schedules.
 - o Enforcing regulations concerning student conduct and discipline.
 - o Being punctual.
 - o Maintaining lesson plans as required.
 - o Providing adequate information, plans, and materials for the substitute teacher.
 - o Implementing designated curriculum.
 - o Maintaining accurate, complete and appropriate records, and filing reports promptly.
 - o Attending and participating in faculty meetings and other assigned meetings and activities according to school policy.
 - o Assuming fair share of outside-the-classroom school responsibilities
 - o Complying with conditions as stated in the contract.
- Act in a professional manner and assume responsibility for the total school program, its safety and good order by
 - o Taking precautions to protect records, equipment, materials, and facilities.
 - o Assuming responsibility for supervising students in out-of-class settings.
 - o Maintaining regular attendance and demonstrating responsible attendance and use of leave
 - o Promoting positive school environment that enhances student learning and professional relationships
 - o Carrying out other duties as may be assigned by the principal, which may include supervisory responsibilities, duty assignments, club/activity sponsorship, or athletic coaching
- Cooperate with other members of the school staff and the administration in the discharge of tasks, duties, and responsibilities.
- Complete all prescribed activities outlined in the Professional Development Plan according to the time lines indicated.
- Perform other such school related duties as may be required by the principal for the purpose of promoting the well-being and safety of the students and the school.

Security Clearance: The Glynn County School System requires a criminal background check and fingerprinting on all new employees, including all substitutes and other designated employees.

WORK DAYS: June - July 2026 (Exact dates TBD) *These dates are tentative and subject to change

COMPENSATION: \$6,792.63

This document provides information about the above Glynn County Schools position. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.