

Roseville Area Schools Job Description

Position Title: **Pre-K Teacher**

Department: School Readiness, Community Education

Accountable to: Early Childhood Program Supervisor

Primary Objective of Position:

To provide an age appropriate early childhood environment and conduct Pre-K classes for children ages three to five which support their physical, intellectual, social/emotional and literacy development.

Areas of responsibility:

- Provide a welcoming environment that supports the school district Equity vision.
- Plan and implement developmentally appropriate early childhood activities in the classroom utilizing the *MN Early Childhood Indicators of Progress framework*.
- Create and submit lesson plans in the areas of literacy, physical, social/emotional and intellectual development that will prepare children for school success.
- Conduct assessments and record assessment data on all children.
- Attend staff meetings and trainings as required.
- Participate on the Advisory Council as appropriate.
- Attend and participate in PLC collaborative team meetings.
- Keep informed of current trends in the Early Childhood field through in-service training.
- Parent communication via newsletters, phone calls, emails and parent/teacher conferences.
- Plan and implement family engagement nights to promote parent participation and education.
- Assist in outreach and public relations activities.
- Maintain a stimulating, healthy and clean classroom environment.
- Perform other appropriate duties as assigned.

Qualifications:

- Bachelor's Degree.
- Minnesota teaching license preferred in Pre-Kindergarten, Early Childhood Special Education, Pre K-Grade 3 or Early Childhood Family Educator license.
- Knowledge of developmentally appropriate practice.
- Ability to relate well to adults and children.
- Ability to work independently as well as part of a team.
- Teaching experience in developing, modifying and implementing curriculum and learning environments for children three to five years.

April 2021