

### **Teacher-Early Childhood NM PreK**

<b>SPA License Status:</b>	<i>Licensed/Contract</i>
<b>SPA Probation:</b>	<i>One Year</i>
<b>FLSA Status:</b>	<i>Exempt</i>
<b>Supervisor:</b>	<i>Principal and /or NM PreK Coordinator (Program Supervisor)</i>
<b>Supervises:</b>	<i>None</i>
<b>Salary Schedule:</b>	<i>Certified Personnel</i>
<b>Terms of Employment:</b>	<i>7.5 hours / 9 months</i>
<b>Job Goal:</b>	<i>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; to develop his/her special talents; to develop sound opinions based on facts; and to develop proficiency in inquiry skills and concepts.</i>

#### **Minimum Qualifications**

- 1. Bachelor's degree in Early Childhood or Elementary Education from a regionally accredited university.*
- 2. Valid New Mexico Public Education Department (PED)*
- 3. Early Childhood Endorsement by the NM State Department of Education*

#### **Preferred Qualifications**

- 1. Bilingual Endorsement by the NM State Department of Education*

#### **Performance Responsibilities**

- 1. Implements and adheres to all the FOCUS requirements.*
- 2. Meets and instructs assigned classes in the location(s) and at times designated.*
- 3. Implements and adheres to all components of the prescribed early childhood curriculum.*
- 4. Develops lesson plans and supplementary materials compatible with basic instruction philosophy.*
- 5. Abides by the Early Childhood Environment Rating Scale (ECERS-3) requirements to provide children with experiencing a quality early childhood program.*
- 6. Arranges physical environment of the classroom for optimum learning and safety of students.*
- 7. Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration, and work time to include small group literacy, science, and*

*math instruction.*

- 8. Provides individualized and small group instruction and establishes a classroom environment to adapt the curriculum to the needs of the students with varying intellectual abilities, attitudes, cultural backgrounds and learning styles.*
- 9. Provides experiences for each child's social/emotional growth.*
- 10. Assures that there are two (2) adults always present with students to ensure safety of children are met.*
- 11. Encourages family style meals assuring that adults are participating with the children.*
- 12. Evaluates student performance and maintains current lesson plans that includes notation about individualization based on these evaluations.*
- 13. Participates in classroom collaboration and staff meetings, Professional Development trainings, Home Visits and Parent Teacher Conferences.*
- 14. Plans, assists, and/ or offers 90 hours of parental engagement activities throughout the year.*
- 15. Leads classroom collaboration team meetings and maintains records of these meetings.*
- 16. Utilizes technology in planning, developing, and implementing instructional objectives.*
- 17. Identifies student needs and cooperates with other professional staff members in helping students and their families in the areas of nutrition, health, mental health, education, and social services.*
- 18. Supports implementation of all policies and regulations at school sites.*
- 19. Maintains professional competence through in-service education activities provided by the district, and/or self-selected professional growth activities.*
- 20. Develops and completes a Professional Development Plan (PDP) three times per year and maintains a Professional Development log.*
- 21. Completes ECOT documentation (observations and portfolios) in a timely manner.*
- 22. Supports family partnerships through regular communication and encouragement for participation by families.*
- 23. Participates in Program recruitment process.*
- 24. Participates in Teacher Performance Evaluation as adopted by the local Board of Education.*
- 25. Attends and participates in faculty meetings and committees to promote school and district goals.*
- 26. Attends required professional development trainings.*
- 27. Prepares reports and maintains required inventory and assessment records.*
- 28. Exhibits professionalism by maintaining good attendance and adhering to contract hours.*
- 29. Adhere to educational guidelines as defined by the New Mexico Public Education Department.*
- 30. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act (FERPA).*
- 31. Communicates and displays courteous and professional behavior toward the Immediate Supervisor, School and District Administrators, staff, and peers.*
- 32. Comply with local, state, and federal rules, and regulations.*
- 33. Comply with the Code of Ethics, School Board Policy, administrative directives, local, state, federal, regulations, rules, and statutes.*
- 34. Agrees to fulfill performance responsibilities in assigned location(s).*
- 35. Working outside of contract hours may be required.*

36. Performs other tasks as may be assigned within the parameters of the job description and job analysis.

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**MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS**

Various machines, work tools, and equipment commensurate with the responsibilities of the job and scope of work.

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**WORKER TRAITS—Aptitudes**

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

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**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education's policy on evaluation of professional personnel.

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*I accept this position offered and agree to the above job description.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

