



ECORSE PUBLIC SCHOOLS

27225 W. Outer Drive Street

Ecorse, MI 48229

Tel: (313) 294-4750 Fax: (313) 949-0018

Job Title: Pre-Kindergarten Teacher

Reports To: Building Administrator

Building: Ralph J. Bunche Elementary

Compensation: D.O.E

Overtime Status: Exempt

Date Job Revised: September 11, 2017

JOB SUMMARY

Under the direction of the building principal works to create a flexible GSRP program and Pre-Kindergarten environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for further participation in the total school program in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

- Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss the pupil's progress and interpret the school program.
- Identifies pupil needs and cooperates with other professional staff members in assess and helping pupils solve health, attitude and learning problems.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.
- Maintains professional competence through in-service education activities

- provided by the district and self-selected professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines.
 - Selects and requisitions books and instructional aids; maintains required inventory records.
 - Supervises pupils in out-of-classroom activities during assigned working day. Administers group standardized tests in accordance with district testing program. Participates in curriculum and other developmental programs as required. Participates in faculty committees and the sponsorship of pupil activities.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Early Childhood Education
- ZA Endorsement
- A core belief that all students can learn

WORK ENVIRONMENT

The work environment characteristics are representative of those the employee encounters while performing the essential functions of the job (office, school, homes, community agencies, and courtroom). While performing the duties of this job, the employee is intermittently exposed to angry students/parents and neighborhoods considered to have elevated levels of violence potential.

EDUCATOR STANDARDS FOR PROFESSIONAL PRACTICE

The educator standards of professional practice define expectations for educators in the District and have been adopted by the Board of Directors. The standards help frame a comprehensive definition of effective teaching. Educators holding a teaching position will strive to perform at the proficient level on each of the following standards. Other duties may be assigned as necessary.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Ecorse Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability.

Prepared by: C. Nimmons

Date Prepared: September 2017