



THE METROPOLITAN SCHOOL DISTRICT OF

**WARREN TOWNSHIP**

## Metropolitan School District of Warren Township

### Preschool Teacher Job Description

**JOB TITLE:** Preschool Teacher

**FLSA CLASSIFICATION:** Non-exempt, hourly employee.

**WORK DAYS:** The Preschool Teacher's work schedule depends on the class schedule of the students being instructed:

- All classes for 3-year olds meet 2 days each week;
- Some classes for 4-year olds meet 3 days each week;
- Some classes for 4-year olds meet 4 days each week.

**STANDARD HOURS PER DAY:** 7 hours (not including an unpaid duty-free 30 minute lunch period).

**WORK YEAR:** The Preschool Teacher is scheduled to work each of the days when the assigned preschool students are scheduled to attend school, plus extra days for staff development.

**SALARY SCHEDULE & BENEFITS:** The Preschool Teacher is paid on the "Preschool Teacher" salary schedule, and is eligible for benefits on the "Support Staff" benefits schedule.

**REPORTS TO:** The Preschool Teacher is supervised by the Director of the Early Childhood Center.

**SUPERVISES:** The Preschool Teacher supervises the Preschool Instructional Assistant(s) assigned to work with the Preschool Teacher.

#### GENERAL SUMMARY OF DUTIES:

Under direct supervision, the Preschool Teacher is responsible for the day-to-day planning, instruction, supervision, assessment, reporting, and conferencing associated with the delivery of preschool education at the Warren Early Childhood Center.

#### ESSENTIAL FUNCTIONS:

1. Develops lesson plans for each day's activities that follow the curriculum adopted for preschool students.
2. Presents personalized instruction for the students in the Preschool Teacher's classroom.
3. Assesses each student's rate of learning in the several different areas of instruction; determines each student's instructional needs.
4. Adjusts instruction to meet individual student's instructional needs and rate of learning; delivers instruction as needed to ensure and/or reinforce learning.
5. Maintains accurate records of students' attendance, attainment of instructional goals, and behavior.
6. Carefully and continuously manages student behavior and maintains classroom order; reinforces rules of the school and classroom.
7. Carefully monitors students when walking with them to special classes and/or to the playground.
8. Collaborates with other staff members for day-to-day and short-term planning as needed.
9. Communicates with parents frequently through newsletters, telephone calls, and individual conferences.
10. Implements school improvement initiatives within the classroom.
11. Provides a caring and intellectually stimulating environment for preschool children.
12. Participates in the staff development programs and activities provided for the WECC staff.
13. Participates in the evening family activities (such as Family Math Night).

14. Attends all staff meetings.
15. Responsible for keeping up to date on current technology, as job appropriate, being used by the district.
16. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
17. Responsible for timely and accurate information maintained as part of his/her job responsibilities.

#### **NON-ESSENTIAL FUNCTIONS:**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

1. Performs related duties as directed.

#### **ENTRY-LEVEL REQUIREMENTS:**

1. **EDUCATION/TRAINING:** CDA, Associate's Degree or Bachelor's Degree is required in the area of early childhood or elementary education.
2. **EXPERIENCE:** General experience working with preschool or school-age students is preferred.
3. **CERTIFICATIONS &/OR LICENSES:** Teacher license preferred, but not required.
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

#### **PERFORMANCE APTITUDES:**

1. **Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to preschool students and to their parents on how to apply procedures and standards to specific situations.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of standard office equipment and personal computers.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.
5. **Mathematical Aptitude:** Given the diverse levels of readiness of preschool students, may require the ability to perform and explain simple math principles and operations; may require ability to calculate percentages; may require ability to utilize principles of fractions and/or to interpret graphs.
6. **Functional Reasoning:** Requires ability to plan the carry out detailed written or oral instructions. Involves routine work customized to the needs of the students, with much latitude for independent judgment.
7. **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
8. **Physical Requirements:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
9. **Sensory Requirements:** Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.
10. **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

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