

## Charter School

### PreKindergarten-Early Childhood Lead Teacher

**Position:** *Teacher*

**Employment Type:** *Professional/Exempt/At-Will*

**Reports To:** *Head of School*

**Accountable To:** *The Board of Trustees*

**Supervisory Responsibilities:** *Students, Volunteers, and Assigned Staff.*

**Position Summary:** To serve as a Pre-Kindergarten/Early Childhood Lead Teacher. In this role, the teacher will implement interactive teaching methods, by providing young children with learning foundations in basic subjects like learning letters and numbers. Facilitate the use individual and group activities to help students begin the learning process through activities like group reading and various exercises, such as collecting objects and distinguishing shapes and colors. Provide students with a first class learning experience that maximizes their intellectual, social, emotional, and physical development. Preschool teachers play a vital role in the lives of young students by nurturing and developing their interests in age-appropriate subjects. These teachers encourage social interactions and foster a creative learning environment.

#### Primary Tasks:

1. Share a commitment to the success of the mission, goals, and objectives of the charter school.
2. Support and fully participate in a school culture that focuses on student and adult learning.
3. Set high expectations and standards for the achievement of students and own personal performance.
4. Offer content and instruction that ensures student achievement of school's academic standards.
5. Support a school philosophy that values continuous learning for adults tied into student learning and other school goals.
6. Use multiple sources of data collection to analyze barriers to student achievement and to access, identify and apply to instructional improvement.
7. Provide opportunities for the community to be involved in student and school success.
8. Develop schedules, activities, and daily routines
9. Plan and implement lesson plans with fidelity.
10. Ensures learning occurs through both play and structured experiences that help develop language, motor and social skills.
11. Completes formal/informal observations.
12. Accurately records and assess progress of child development.

#### Characteristic Duties and Performance Standards: (Essential)

1. Accept responsibility for the achievement of students.
2. Guide the learning process toward achievement of curriculum goals and implementation of personal learning plans of students.

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3. Demonstrate effective planning and organization for instruction by: having lesson plans available at least one week in advance to assist in case of absence; taking attendance as required; tracking and submitting grades accurately and on time; keeping classroom organized, neat and attractive at all times.
4. Motivate students to achieve at their highest level of ability and potential through classroom activities, assignments, relationships, participation and feedback; set high expectations; and demonstrate sensitivity to different learning styles.
5. Use creative instructional methods and procedures and adapt effectively to unusual situations.
6. Select appropriate materials for implementation of the Paragon Curriculum and adapts materials and methods to learning styles and abilities of students.
7. Use resources effectively to support learning activities in the classroom, the school, and the community
8. Demonstrate exceptional classroom techniques which include: the art of questioning, clarity of assignments, communication in large and small groups and with individual students, an atmosphere of mutual respect, independent thought and expression, and student and teacher experiences.
9. Work cooperatively with parents and generate parents' confidence in the teacher.
10. Demonstrate genuine concern for students in a climate characterized by high personal and student expectations.
11. Promote good citizenship through actions as role model.
12. Provide a classroom atmosphere based on the principles of firm, fair, and consistent practices, respect for individual children, and development of responsible citizenship.
13. Participate in the development of policies and regulations that affect instruction and conditions for success.
14. Use technology effectively for instruction, record keeping and other administrative tasks, and communications
15. Share responsibility for professional, cooperative staff relations and for out-of-class activities important to operation of school. Serve, when asked, as a teacher mentor.
16. Adhere to professional, ethical principles. Continually strive to improve classroom methods, teaching techniques, and interpersonal relationships. Adhere to all school policies for both students and personnel.
17. Share responsibility for marketing the Charter School in the community.
18. Display personal qualities that reflect favorably upon the individual, the group, and the school.
19. Display pride in being a teacher and a member of the charter school team by displaying positive behavior and fully participating in the school culture. Attend faculty meetings and participate on committees.
20. Identify and participate in professional development opportunities.

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21. Conduct and document parent conferences.
22. Be familiar with and support school administration in the effective implementation of the school's Emergency Response Plan.
23. Perform all tasks as requested by the Head of School / Supervisor.
24. Adhere to all procedures and policies as outlined in the Employee Manual.

### Performance Standards: (Marginal)

1. Perform various assigned responsibilities, as allowed by state and federal law, of other employees in their absence to the extent other responsibilities permit.

**Required Education/Skills:** Bachelor Degree in Education or related discipline. Must have Professional Educator License (PEL) with Early Childhood endorsements and be highly qualified as designated by the Illinois State Department of Education. Must demonstrate competency in all areas of content responsibility and be computer literate. Familiarity with Teaching Strategies Gold Curriculum is preferred.

Needs to demonstrate the ability to:

- Communicate through superior written and oral communications skills.
- Exhibit a high caliber of expertise in subject matter.
- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
- Make sound decisions within the parameters of authority.
- Be courteous, professional and tactful at all times.
- Maintain a positive working relationship with faculty, staff, board members, parents, students, authorizer and community.
- Motivate and create a shared vision within the school community.
- Be respected as an adult learner and as an individual.
- Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and organizational purpose.

**Required Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer:** This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify, the right of any supervisor to assign, direct or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.

**Addendums:**