

VALDEZ CITY SCHOOL DISTRICT

TITLE: Kindergarten Classroom Teacher

REQUIRED QUALIFICATIONS:

- Must meet NCLB Highly Qualified requirements.
- Valid State of Alaska Teacher's Certificate

PREFERRED QUALIFICATIONS:

- Early Childhood Education Endorsement
- Experience with early childhood classroom management.
- Technologically literate

REPORTS TO:

- Building Principal

SUPERVISES:

- Students assigned to classroom.
- Provides general supervision before school, during passing periods and after school.

JOB GOAL:

- To create a flexible kindergarten program and a class 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 primary school, in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

- Teaches reading readiness skills, math readiness skills, introductions to science, art, health, and socialization skills to pupils in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
- 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 pupil's progress and interpret the school program.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Creates an effective environment for reading 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.
- Selects and requisitions books and instructional aids; maintains required inventory records.
- Supervises pupils in out-of-classroom activities during the assigned working day.
- Administers group standardized tests in accordance with District testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of pupil activities.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

- Certified position -190 day contract, start and end dates determined by Valdez City School District.
- Salary and benefits determined via the negotiated agreement between the Valdez City School District and the Valdez American Federation of Teachers.

EVALUATION:

- Evaluation is conducted in accordance with State of Alaska Educational Law and the Valdez City School District Negotiated Agreement using the approved Valdez City School District evaluation instrument. The evaluation is conducted by the Building Administrator.

Revised 8/25/10