

TITLE: MIGRANT PRESCHOOL TEACHER-Non-Certified

QUALIFICATIONS:

- Five years teaching experience in a licensed preschool classroom
- Associates Degree in Early Childhood Education
- Ability to proficiently read, speak, and write in both English and Spanish in a business setting

REPORTS TO: District Migrant Education Director

JOB GOAL: Plan and conduct an early childhood classroom for 4-5 year-old students that encourages the growth of language, social, emotional, physical, intellectual, and communication skills and supports the School Readiness Measurable Program Outcomes as outlined by the Idaho Migrant Education Program.

PERFORMANCE RESPONSIBILITIES:

Duties may include:

- Supervise and monitor the work activities of assigned preschool aides
- Conduct and monitor the developmental screenings of children
- Prepare, maintain, and present educational records, documents, reports, and reviews
- Conduct parent/teacher conferences and maintain on-going communication with parent on child's development and progress
- Participate with program staff in parent activities
- Perform some duties of office staff
- Knowledge of and the ability to stay current on new educational practices, techniques, and objectives of the Migrant Education Program
- Develop English language acquisition in the classroom
- Prepare for children's transition into kindergarten
- Provide children with experiences and opportunities that allow them to develop curiosity, initiative, problem solving, creativity and pre-literacy skills
- Develop and implement clear, reasonable, consistent, and age-appropriate rules and expectations for children
- Maintain standards of confidentiality and requirements of Family Educational Rights and Privacy Act (FERPA)
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Other duties as assigned

PHYSICAL DEMANDS: While performing the duties of this job, the employee; works indoors (more than 75% of the time); works outdoors (less than 25% of the time); frequently maintains a stationary position, such as in standing to instruct students or sitting at a desk/computer. Frequently moves about, such as when instructing students or engaging in activities with students; Frequently operates a computer, computer printer, copy machine, interactive white board system, and other digital learning systems; Constantly uses and communicates with learning tools, such as chalk boards, white boards, paper, posters, pencils, pens, and markers; Frequently transports items up to 40 pounds, such as books, audio/visual or digital learning components, Assistive Technology and other instructional materials; Constantly communicates with students during the school day. Must be able to communicate lesson plans, rules, and instructions

effectively; frequently communicates with parents and employees of the District. Must be able to exchange accurate information in these situations; Must be able to observe and assess/evaluate student learning; Constantly uses repetitive motions, such as in writing or typing; Occasionally positions self in order to pick up student learning materials off of the floor, crawl underneath desks, during student activities, etc; Frequently reaches above the head and/or reaches forward, such as in writing on a chalk board or interactive white board system, posting/hanging student work on walls; Occasionally ascends/descends a step stool or ladder to hang or remove various hanging objects from ceilings or walls; Occasionally lifts, pushes, and/or moves up to 75 pounds, such as student desks and chairs and tables; Seldom lifts, pushes, and/or moves up to 90 pounds without assistance, such as furniture. May be required to lift and/or perform personal care functions for students with disabilities such as feeding, diapering, etc.

TERMS OF EMPLOYMENT: Nine month year. The Migrant Pre School Teacher is an at-will employee whose employment depends upon funding, student population, performance evaluation(s) and qualifications as determined by the state department of education. Salary to be determined.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: www.cassiaschools.org.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of nonprofessional personnel.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

November 3, 2014
January 21, 2016