

Oak Grove District Position Description

Position Title: Teacher, Early Learning Center

Reports To: Center Director

Date: May 2013

SUMMARY:

To create an early learning program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each student's ability; to guide students development in their Christian faith; to establish good relationships with parents and with other staff members.

All employees at Oak Grove Lutheran School impact the lives of the young people we serve. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School and serve as role models for Christian faith development, personal interactions and respect for each other, and learning with integrity as duties are performed for the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Create a positive and appropriate classroom environment that is conducive to learning
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities and safety
- Select, store, order and inventory classroom equipment, materials and supplies
- Provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and imaginative play
- Teach basic skills such as colors, shapes, letter and number recognition, in addition to Handwriting Without Tears and Daily Five Pre-K curriculum
- Model conversation, social skills, classroom responsibilities, manners, and listening skills for the purpose of demonstrating appropriate social and interpersonal behavior
- Plan and conduct activities for a balanced program of instruction, demonstration and work time that provides opportunities to observe, question and investigate
- Utilize games, music, books, art, technology and other resources to teach basic skills and foster student development
- Establish clear objectives for all lessons, units and projects and communicate those objectives to students
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Prepare materials and classrooms for class activities
- Enforce all Oak Grove administration policies and rules governing students including, but not limited to, the Early Learning Center Handbook
- Develop and implement a suitable classroom management system; establish rules for acceptable behavior
- Apply and follow up on approved Oak Grove disciplinary interventions
- Observe and evaluate children's performance, behavior, social development and physical health

- Formally meet with parents or guardians twice per year during Oak Grove scheduled parent/teacher conferences to discuss children's progress and needs and suggest ways they can promote learning and development; make referrals as needed
- Prepare and distribute written communication to parents through weekly newsletters
- Attend professional meetings, educational conferences and teacher training workshops in order to maintain and improve professional competence meeting, at minimum, the required number of hours per licensing requirements
- Confer with other staff members to plan and schedule lessons promoting learning
- Attend staff meetings as required
- Collaborate with other teachers and administrators in the development, evaluation, and revision of pre-kindergarten programs
- Uphold the school code of conduct and all school policies, rules and procedures in a supportive and positive manner

SUPERVISORY RESPONSIBILITIES:

Supervises classroom students, volunteers, and others assigned to the classroom.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Early Childhood or Elementary Education

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid North Dakota Teaching Certificate for the teaching/administrative responsibilities assigned.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general periodicals, professional journals, technical procedures and governmental regulations. Ability to write lesson plans, reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students and the general public.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents. Ability to use technology effectively in the classroom. Ability to perform duties with awareness of all Oak Grove Lutheran School policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being or work output of other people, including children of minor age. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and to read information from a computer screen. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

EVALUATION:

Job performance is evaluated in accordance to Oak Grove Lutheran School policies.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.