

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/81	<u>TEACHER, TITLE I, PRE-PRIMARY</u>	1.7.8A
Effective Date	Job Title	Index

1. Primary Function: Is responsible for the education of the children in the classroom, the training and utilization of volunteers in the classroom, and the training and utilization of aides. Is responsible for the operation of the classroom and its daily activities.
  
2. Responsible to: Building Principal in cooperation with the Early Childhood Coordinator.
  
3. Assigned Responsibilities:
  - 3.01 Participates in all aspects of program planning and evaluation.
  - 3.02 In conjunction with teacher aides, volunteers, and parents, pre-plans the activities and curriculum for the education program.
  - 3.03 Sets educational goals for each child's development and evaluates progress.
  - 3.04 Keeps an accurate and up-to-date file on each child regarding activities and progress within the classroom including, but not limited to behavioral anecdotes, child development and evaluation records.
  - 3.05 Attempts to solve children's problems and uses accepting approach in redirecting behavior.
  - 3.06 Works closely with the Social Services staff to determine the needs of the family and child.
  - 3.07 Creates an attractive classroom and congenial, happy atmosphere with the classroom.
  - 3.08 Participates in professional growth activities.
  - 3.09 Ensures that the use of space and equipment, storage of materials is adequate within the classroom.
  - 3.10 Ensures that the classroom is supplied with all materials and supplies necessary for the implementation of the educational component.
  - 3.11 Participates in the parent education component of Title I pre-primary.

Additional Responsibilities:

  - 3.12
  - 3.13
  - 3.14
  
4. Minimum Qualifications:
  - 4.01 Certification: Valid Oregon Teacher's Certificate.
  - 4.02 Nine quarter hours in Early Childhood Education.
  - 4.03 Paid or unpaid experience in an Early Childhood classroom.
  - 4.04 Demonstrated ability to:
    - 4.04.01 Use accepting approach in directing and redirecting child behaviors.
    - 4.04.02 Work cooperatively as a member of a team.

Additional Qualifications:

  - 4.05
  - 4.06
  - 4.07

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- 5. Minimum Term of Employment: Teacher Contract.
- 6. Salary Level: Placement on Teacher Salary Schedule.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(staff member)

Date \_\_\_\_\_