

LEWISTON ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Transitional Kindergarten (TK) Teacher
CATEGORY:	Educational
REPORTS TO (BY TITLE):	Site Principal
SALARY RANGE:	Placement on Certificated Salary Schedule
WORK YEAR:	183- Days

DESCRIPTION:

Under the direct supervision of the site administrator, the Transitional Kindergarten Teacher guides the development of students by intentionally planning daily hands on, interactive and developmentally informed learning experiences based on each student's achievement potential.

DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Provide a nurturing and organized physical environment, create positive interactions, develop social emotional skills, implement, and design curriculum and instruction to pre-kindergarten-aged students consistent with the California Preschool Foundations and California Preschool Curriculum Frameworks, child development courses of study, and instructional materials and methodologies adopted by the Board.
- Promote self-directed, reflective learning for all students by engaging students in problem solving, critical thinking and creating activities that make learning engaging and meaningful. Model conversation, manners, routine activities, and listening skills to demonstrate appropriate social and interpersonal behavior.
- Assess and document students' academic and social growth, keep appropriate records, collect, and analyze student data to inform instruction, and prepare progress reports and intervention plans consistent with District/school requirements.
- Create and implement a classroom management plan that includes tiered positive behavior support to achieve an engaging and safe learning atmosphere in the classroom.
- Communicate effectively with parents and district staff regarding student achievement, policies, procedures and individual challenges through parent/teacher conferences, online communication, conferences, notes, phone calls, etc.
- Attend staff meetings, PLC/collaboration meetings, scheduled in-service days, professional development, Student Intervention Team (SIT) meetings, I.E.P. meetings, and other events.
- Establish and administer procedures for the safe admission and release of children.
- Comply with state and federal guidelines regarding implementation of Individualized Education Plans (IEPs) and 504 plans.
- Report and document incidents (e.g., suspected child abuse, behavior, aggression, etc.) to maintain personal safety of students, and adhere to Education Code, district, and school policies.

- Prepare materials for substitute teachers, including lesson plan, class list, assigned duties and schedules.
- Adhere to applicable laws, rules and regulations of the state, county, and district governing board.
- Administer standardized assessments in accordance with district and school guidelines
- Perform basic attendance accounting and business services as required.
- Cooperate with District office in distributing and collecting documentation.
- Plan and coordinate the work of paraprofessionals, tutors, and volunteers.
- Select books, instructional materials, supplies, and maintain inventory records.
- Supervise students in out-of-classroom activities during the assigned working day.
- Participate in curriculum development and staff development program on a district level.

MINIMUM QUALIFICATIONS:

Credentials and Experience:

- Appropriate Multiple Subject Teaching Credential
- EL Authorization
- Must meet one of the following minimum requirements:
 - At least 24 units in early childhood education, or childhood development, or both OR
 - Child Development Teacher Permit issued by the Commission on Teacher Credentialing
 - Provide verification of Transitional Kinder (TK) experience if taught prior to July 1, 2015

Must Possess:

- Experience with meeting needs of students in a diverse socio-economic and multicultural community
- Ability to establish effective organizational and community relationships
- Ability to analyze problems, identify potential solutions, and make appropriate and effective decisions
- Ability to apply assessment instruments, operate standard office equipment including using pertinent software applications and prepare and maintain accurate records

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to see printed matter, computer screens and observation of students
- Ability to communicate through talking, hearing, and understanding speech at reasonable volume
- Ability to push and/or pull up to 50 pounds and lift and/or carry up to 45 pounds
- Physical agility to move self in various positions to execute duties effectively, which may include standing, sitting, kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping, and reaching overhead; physical stamina sufficient to sustain light physical labor and circulate for extended periods of time.