



Pickens County Schools

Job Descriptions

PRE-K TEACHER

Title/Position: Pre-K Teacher

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 190 Days

Reports to: Principal

Qualifications: As set by state certification authorities

Salary: Certified Salary Schedule

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

NATURE OF WORK

Plans for and provides developmentally appropriate classroom instruction for four-year-olds; assess and encourages student progress; and manages the learning environment. Engages parents in supporting the developmental needs of children; plans and implements; and supervises the teacher assistant.

MAJOR RESPONSIBILITIES AND DUTIES:

Pre-K teachers are responsible to carry out the following functions for children in their classroom:

- Provides early childhood education to four-year-old students enrolled in the program according to local and state requirements.
- Develops weekly lesson plans covering the pre-k developmental domains.
- Implements designated curriculum.
- Administers, collects, and maintains ongoing child screening and assessments.
- Maintains accurate, complete, and appropriate student and family information in a well-organized manner, stored securely to maintain confidentiality.
- Attends and actively participates in scheduled professional learning sessions and other assigned meetings and activities that support student and professional growth.
- Communicates regularly and effectively with parents/guardians.
- Communicates effectively with young children using multiple communication methods while modeling the correct use of language, oral and written.
- Provides parent/teacher conferences twice a year and is available to parents for additional conferences as needed.
- Interacts in a professional manner with students and parents modeling positive teaching and parenting strategies.
- Works cooperatively with school administrators, support personnel, colleagues, and parents.
- Engages in cooperative planning with other classroom teachers and colleagues.
- Provides adequate information and materials for substitute teachers.
- Complies with local and state regulations and BOE policies.

- Performs all other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt