

RENSELAER CENTRAL SCHOOLS CORPORATION
JOB SUMMARY AND DESCRIPTION OF TASKS

Position: Non-Certified Teacher – Full Day PK Teacher

Reports to: Building Principal

Basic Function: Work with an assistant in a classroom of up to 16 four and five-year-old children. Teachers will develop a classroom environment and culture that promotes positive relationships and engages children in learning in playful ways.

Typical Work:

- Teaching children about core concepts, such as numbers, letters, shapes and colors
- Planning a curriculum that addresses early childhood education requirements
- Using ongoing informal assessment to guide lesson planning for whole group and small group instruction
- Encouraging and monitoring social interactions between children
- Supervising children outside of class time, such as during lunch, specials, on the playground or on field trips
- Setting up materials and workspaces required for classroom activities
- Making sure the classroom is clean, safe and well-organized
- Providing guidance and direction to classroom assistant and volunteers
- Maintain positive relationships among students, team members and parents
- Communicating with parents
- Preparing reports to inform parents about their children’s progress at school
- Serve as lead teacher for full day PK
- Regular on-time attendance
- Performs related duties as assigned by the principal

Qualifications:

- Early Childhood Education Degree or CDA required
- Experience working with children in the pre-kindergarten age group
- Ability to educate with age-appropriate language and teaching methods
- Ability to demonstrate patience, optimism, compassion, enthusiasm and empathy while working with students
- Mediation skills for resolving conflicts between children
- Familiarity with technology including Smart Board, iPad and desktop computer
- Ability to lift up to 50 pounds
- Ability to work as a team
- Able and expected to attend work as scheduled
- Able to model appropriate professional behavior