

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

PRESCHOOL TEACHER

Qualifications

1. Valid teacher's license with appropriate endorsements
2. Strong written, verbal, presentation and interpersonal skills.
3. Basic understanding of and skill with computer technology for personal and presentation applications.
4. Meets health and physical requirements

Essential Duties & Responsibilities

1. Prepare lesson plans and teaching strategies for course(s) of study taught;
2. Aligns course(s) curriculum(s) taught with the TN Early Childhood Education-Early Learning Developmental Standards;
3. Use a variety of teaching strategies to facilitate student learning;
4. Prepares, administers, and records student assessments for subjects taught;
5. Assigns lessons routinely and provides student feedback in a timely fashion;
6. Maintains good order in classroom, play areas, and common areas of the school;
7. Develops and maintains a classroom environment conducive to learning and socially appropriate for the age of students taught;
8. Counsels students as needed for academic or social needs;
9. Consults with other professionals to address learning or behavioral problems with specific students;
10. Communicates with parents regularly through verbal and written form;
11. Schedules parent conferences as directed by the system and as needed in particular cases;
12. Plan and facilitate parent meetings applicable to early childhood topics;
13. Keeps accurate attendance and academic performance records for assigned students;
14. Observes students and is alert to needs such as ill health, emotional disturbances, or other "red flag" issues which may need to be referred for evaluation or consultation with other staff members or professionals;
15. Reports to the principal when knowledgeable or suspicious that a child's health or welfare has been or appears to be at risk as a result of abuse or neglect;
16. As a representative of the school, the teacher will represent the school system in a positive manner in the public life of the community;
17. Participates in school level faculty meetings, system professional development and in-service meetings, and other workshops for teacher training;
18. Assist in upholding board policies, school rules, and administrative regulations;
19. May supervise activities such as field trips, group activities, athletic events, club meetings, or other school related events that foster student understanding of their social environment;
20. Perform other work-related duties as assigned.