

# DeKalb County School District

## Position Specification

Title: Teacher, Lottery Fund Pre-K (Non-Certified)

<b>DIVISION</b>	School-Based		
<b>DEPARTMENT</b>	School-Based		
<b>REPORTS TO</b>	Principal		
<b>CLASSIFICATION</b>	Teacher	<b>LEVEL</b>	Pre-Kindergarten-Non-Certified
<b>CALENDAR</b>	10 Month	<b>FLSA</b>	Exempt
<b>RETIREMENT</b>	Teachers Retirement System	<b>APPROVED (HR)</b>	08/01/2012

### General Statement of Job

Under limited supervision, provides instruction for students, which will enable them to learn and demonstrate mastery of the Pre-Kindergarten Content Standards.

### Specific Duties and Responsibilities

#### Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Demonstrates enthusiasm for working with Pre-K students.
- Provides content-related and appropriate instruction based on DeKalb County's curriculum.
- Provides classroom environment, which promotes active learning in subject area and exhibits knowledge of developmentally appropriate practices for four and five year olds.
- Communicates responsibly with students, parents, colleagues, and school leadership.
- Follows the Operating Guidelines required by Bright from the Start, all county, state, and federal policies and procedures, and professional ethics in all work-related activities.
- Attends all required trainings for Pre-K teachers.
- Works with parents/guardians in all aspects of the student's educational program
- Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.
- Integrates appropriate technology into classroom instruction.
- Performs other duties as assigned.

**Education and/or Experience:**

Bachelor's degree from a Professional Standards Commission approved accredited college or university required. Degree in one of the following:

- Bachelor in Early childhood
- Bachelor in elementary education
- Bachelor in Child Development/Family and Consumer Sciences
- Bachelor in psychology or social work (not sociology) PLUS one of the following:
- Associate degree in Early Childhood Education,
- A Montessori diploma (for approved Montessori Curriculum sites)
- A valid, nationally recognized Child Development Associate (CDA) credential
- An education/child development related field documented by an official transcript from the college/university (15 semester hours / 25 quarter hours of early childhood education coursework is the minimum to qualify as related field)

**Certificates, Licenses, Permits:** None.

**Knowledge/Skills/Abilities:**

*May Require:*

**Knowledge of** curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; schools system policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

**Skill in** effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.

**Ability to plan and develop** course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school system and state guidelines.

*May require:*

**ADA Requirements:**

**Light Work:** Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

### **Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.