

FOWLER PUBLIC SCHOOLS
School District Position Description

Position Title: Great Start Readiness Lead Preschool Teacher
Hours: 196 Days a year, 7.5 hours per day.
This position is re-evaluated yearly based on enrollment
Department: Waldron Elementary/Middle School
Reports to: Principal
Yearly Salary: \$40,000 - \$46,000 (commensurate with experience)
Closing date to apply: April 05, 2024
Send resume and letter of intent to: Mr. Paul Minns, Elementary/Middle School Principal
11214 West Kent Street, Box 408, Fowler, MI 48835
or at: pminns@fowlerschools.net

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Provide an individualized prescriptive program for each child, tailored to overcome child's limitations, and enhance strengths.
- Monitor the development of each child's skills.
- Provide and model appropriate educational materials for parents to use with their child.
- Assist in the assessment of language development, fine and gross motor development, cognitive, emotional and social development.
- Maintain classroom equipment, work areas, student files/records (e.g. instructional materials, cleaning work areas/playground, etc. for the purpose of ensuring availability of items, providing reliable information and/or ensuring a safe and sanitary environment.
- Implement academic, behavior, health and nutrition plans (e.g. literacy activities, stories, songs, math/science activities, art, etc.) for the purpose of ensuring compliance with established regulations and/or performance standards and encouraging parent involvement.
- Develop and maintain an appropriate relationship with parents and inform them of the student's progress.
- Provide supervision and direction to teacher aide. Organize and plan activities for teacher aide.
- Participate in extracurricular activities that are a part of the total educational experience for all children.
- Participate in program committees designed to improve/enhance the overall program.
- Must be willing and able to obtain first aid and CPR certification and maintain annual certification
- Conduct home visits and parent conferences.

QUALIFICATIONS/EDUCATION:

A valid Michigan teaching certificate with an Early Childhood endorsement (ZA/ZS) OR a Bachelor's degree in Early Childhood Education or Child Development with a specialization in preschool teaching. At least one year experience with pre-school students.

SUPERVISORY RESPONSIBILITIES:

Supervises and directs students.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work with students with varying needs. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all building and district requirements and policies.

***PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands or fingers, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 70 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where sounds are coming from. The noise level in the work environment is usually moderate to noisy. The employee is frequently exposed to infection at a greater risk than the average person.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.