

**Dolores School District RE-4A
Job Description**

Preschool Teacher/Paraprofessional

QUALIFICATIONS:

- Professionally prepared and licensed in the field of early childhood education and development.
- Must be able to meet the requirements of the licensing agency.
- Sensitive, mature individual who is able to relate well to children and adults.
- A pleasant personality and good leadership skills are preferred qualities.

Reports to: The Director of Preschool

PERFORMANCE OBJECTIVES/RESPONSIBILITIES:

District-Level Requirements:

1. Align resources used to the District's curriculum.
2. Align classroom instruction to the scope and sequence and pacing of the District's curriculum and to the District's assessment calendar.
3. Analyze and interpret student assessment data to diagnose each student's learning in order to differentiate instruction to meet each student's instructional needs.
4. Incorporate research-based instructional strategies in the teaching of the curriculum.
5. Seek and actively participate in appropriate, ongoing professional development.
6. Participate collaboratively with colleagues to reflect on one's teaching practices.
7. Ensure equal access to curriculum and equitable delivery to each student.
8. Encourage parents to support student learning.

Building-Level Requirements:

- Planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the school district.
- Adapting the program to the needs of individual children regarding their interests, handicaps, special talents, individual learning style and pace of learning.
- Treating all children with dignity and respect.
- Being responsible for the arrangement, appearance, decor, of the classroom' learning environment.
- Being considerate of individual children in relationship to their cultural and socio-economic background.

- Conducting parent conferences on children's school adjustment and classroom behavior.
- Attending all staff meetings, monthly parent meetings and recommended training programs and conferences.
- Assisting the Director in the coordination of all classroom activities/staff and student relationships.
- Assisting the Director in the ordering of classroom supplies, inventory and equipment replacement according to the budget, and administrative approval.
- Reports concerns and questions regarding preschool to the Director.
- Maintains a system to insure the health and safety of children.
- Completion of CPR and basic life support class (and kept current).
- Other additional tasks as required by the supervisor/Director

The above statements are intended to describe the general nature of work to be performed. They should not be construed as an exhaustive list of all responsibilities.

Physical Requirements:

Ability to lift a minimum of 25 lbs
Possess a valid Colorado Driver's license

Terms of Employment:

- Salary will be based on the step of the appropriate pay scale.
- Work day and year is based on the annual board approved calendar
- Performance evaluations will be based on the State of Colorado's RANDA system.