



# Pickens County Schools

## Job Descriptions

### PRE-K TEACHER

**Title/Position:** Pre-K Teacher

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 190 Days

**Reports to:** Principal

**Qualifications:** As set by state certification authorities

**Salary:** Certified Salary Schedule

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### NATURE OF WORK

Plans for and provides developmentally appropriate classroom instruction for four-year-olds; assess and encourages student progress; and manages the learning environment. Engages parents in supporting the developmental needs of children; plans and implements; and supervises the teacher assistant.

#### MAJOR RESPONSIBILITIES AND DUTIES:

Pre-K teachers are responsible to carry out the following functions for children in their classroom:

- Provides early childhood education to four-year-old students enrolled in the program according to local and state requirements.
- Develops weekly lesson plans covering the pre-k developmental domains.
- Implements designated curriculum.
- Administers, collects, and maintains ongoing child screening and assessments.
- Maintains accurate, complete, and appropriate student and family information in a well-organized manner, stored securely to maintain confidentiality.
- Attends and actively participates in scheduled professional learning sessions and other assigned meetings and activities that support student and professional growth.
- Communicates regularly and effectively with parents/guardians.
- Communicates effectively with young children using multiple communication methods while modeling the correct use of language, oral and written.
- Provides parent/teacher conferences twice a year and is available to parents for additional conferences as needed.
- Interacts in a professional manner with students and parents modeling positive teaching and parenting strategies.
- Works cooperatively with school administrators, support personnel, colleagues, and parents.
- Engages in cooperative planning with other classroom teachers and colleagues.
- Provides adequate information and materials for substitute teachers.
- Complies with local and state regulations and BOE policies.

- Performs all other duties as assigned.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Exempt