



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Resource Teacher - Prekindergarten
FLSA Status: Exempt
Salary Grade, if non-union:
Pay Grade, if union: Teacher Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to deliver appropriate teacher-to-teacher (title notwithstanding) professional learning and coaching support; assessments and screening of children and classrooms as mandated in local, state and federal regulations; administer CLASS (Classroom Assessment Scoring System) observations and feedback for the purpose of professional development; and liaison to aide in communication from program to all associated entities; resulting in improved effectiveness of classroom instructional practices and enhanced student achievement.

Essential Functions of this Job

A. Instructional Process

Responsible for teacher-to-teacher (i.e.: Child Development Associate Teacher with CDA credentials and/or Certified Prekindergarten teacher) coaching, modeling, and mentoring to promote high quality instructional curriculum for students. Provides coaching and support in data collection, analysis, interpretation and usage; research-based instructional strategies and programs; classroom improvements, program improvement, and building a shared knowledge base for teaching and learning within the preschool classrooms.

Assists with progress monitoring, makes appropriate adjustments in the instructional model based on assessed results. Performs duties necessary to maintain the accountability for the instructional program as required by federal, state, and district mandates and requirements. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics and state and federal laws.

Defines, analyzes, and supports the implementation of preschool program instructional process, curriculum

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development, classroom management, public relations, professional growth and learning, and student and staff evaluation.

B. Curriculum Development

Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for the continual improvement of the school's curriculum. Assists in the on-going curriculum revision process, including the revision of written courses of study. Assists in the selection of books, equipment, and other instructional materials. Become acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

C. Classroom Management

Develops, in accordance with district and building guidelines, reasonable rules of classroom behavior and appropriate discipline techniques which are consistently applied. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities. Share responsibility during the school day for supervision of students in all areas of the school. Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.

D. Public Relations

Upholds and enforces board policy, administrative procedures, and school rules and regulations; and is supportive of them to the public. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Strives to communicate the positive aspects of our school program to the public in word and deed. Works cooperatively with parents to strengthen the educational program for their children. Establishes and maintains cooperative relations with other staff.

E. Professional Growth

Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning. Maintains membership in appropriate professional organizations. Cooperates with the administration in planning appropriate in-service training programs on a building or district level. Attends staff, department, and committee meetings as required.

F. Student Evaluation

Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher-made test, sample of students work, mastery skills check lists, criterion-referenced tests and norm-referenced tests. Make appropriate adjustments in the instructional program based on assessed results. Performs duties necessary to maintain the accountability required for the instructional program and as required by the building principal. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of child development and/or early childhood programming, data analysis and interpretation skills and exemplary practices in effective teaching, special expertise is needed in the ability to effectively infuse and support other teachers in the use of appropriate teaching techniques and technology. Knowledge base in working with adult learners, documented skills in delivering professional development for teachers and experience in providing effective instructional coaching. Excellent communication, presentation,

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interpersonal, and time management skills. Highly organized, a documented ability to establish and maintain effective working relationships with teachers, administrators, staff, parents and students at the school and district level. Bilingual/biliterate preferred.

This position is subject to annual renewal in accordance with legislated accountability policies and availability of funds. If the funding grant is reduced, discontinued, or not renewed, the position paid from the Grant will be discontinued.

Education, Experience and/or Certification/License Requirements

Must possess a Bachelor's degree from an accredited college or university, preferably in Early Childhood or related field. Must be certified in Early Childhood. Minimum three (3) years early childhood classroom experience with satisfactory evaluations must be documented.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. May require working outdoors as well, with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing and the ability to lift, carry, move and/or position objects frequently weighing up to and more than 20 pounds.

Local Code: 0993

EEO5:

Approval Date: 1993-06-22

Date Last Revised: 2013-08-14

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.