

## Kindergarten Classroom Instructor

Certified Position – 2025

<u>Salary</u> Per Salary Schedule	<u>Days</u> 185	<u>Reports to:</u> Principal
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### SCOPE OF RESPONSIBILITIES

- Plan, organize and deliver programs of instruction that support the premise of high expectations for all students
- Supervises students, instructional, and/or instructional assistants

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills
2. Establish and enforce rules for behavior, and policies and procedures to maintain order among students
3. Observe and evaluate children's performance, behavior, and social development
4. Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and interests
5. Read books to entire classes or to small groups
6. Demonstrate activities to children
7. Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play
8. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate
9. Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems
10. Prepare children for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks
11. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children
12. Prepare and implement remedial programs for students requiring extra help
13. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs
14. Organize and lead activities designed to promote physical, mental, and social development such as games, arts and crafts, music, and storytelling
15. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools
16. Guide and counsel students with adjustment or academic problems, or special academic interests
17. Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage
18. Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists
19. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them
20. Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations
21. Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety
22. Collaborate with other teachers and administrators in the development, evaluation, and revision of kindergarten programs
23. Prepare, administer, and grade tests and assignments to evaluate children's progress
24. Meet with other professionals to discuss individual students' needs and progress
25. Organize and label materials and display children's work in a manner appropriate for their sizes and perceptual skills

26. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula
27. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms
28. Supervise, evaluate, and plan assignments for teacher assistants and volunteers
29. Administer standardized ability and achievement tests, and interpret results to determine children's developmental levels and needs
30. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors
31. Use computers, audiovisual aids, and other equipment and materials to supplement presentations
32. Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities
33. Involve parent volunteers and older students in children's activities, to facilitate involvement in focused, complex play
34. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence
35. Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading
36. Attend staff meetings, and serve on committees as required
37. Select, store, order, issue, and inventory classroom equipment, materials, and supplies
38. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
39. Maintains regular and predictable attendance
40. Adheres to the professional code of ethics
41. Successfully utilizes technology as appropriate in job function
42. Performs any other such duties as so designed by the immediate supervisor/Principal

#### MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

#### EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel