



CENTER GROVE COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION	
Position Title	Preschool Teacher
Building/Department	Academy
Supervised & Evaluated By	Academy Coordinator
Evaluation	Yearly

Position Details: Days Per Year Hours Per Day <u>7.5</u>	Benefit Level: <input type="checkbox"/> A Certified Administrators <input type="checkbox"/> B Directors and Coordinators <input type="checkbox"/> C Support Staff <input type="checkbox"/> D "Other" (No Benefits) <input checked="" type="checkbox"/> Bargaining Unit <i>Master Teacher Contract</i>	FLSA Overtime Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Job Description Updated:
Employment Status: <input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment <input type="checkbox"/> Temporary Employment <input type="checkbox"/> Seasonal Employee		

Minimum Qualifications and Credentials Required:

- Valid teaching certificate with appropriate endorsement(s)
- Bachelor of Arts or Science degree from a four-year accredited college or university

Essential Functions:

1. Plans individual and group activities to stimulate growth in language, social and motor skills such as learning, listen to instructions, playing with others and using play equipment
2. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical and emotional maturation levels
3. Develops in each pupil an awareness of his worth as an individual and his role in his family and community
4. Encourages pupils to express themselves creatively in art, music, and dramatic play
5. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills
6. Creates an effective environment for learning through functional and attractive displays, interest centers and exhibits of pupils' work
7. Provides individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills and development of self-concepts
8. Cooperates and seeks assistance from other professional staff members
9. Communicates regularly with parents by means of a newsletter, notes, phone calls and individual parent conferences. Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life
10. Promotes parent participation and involvement in education activities provided for their children
11. Meets core expectations for all certified staff contained in the District's Professional Growth System
12. Maintains accurate, complete and correct records as required by law, district policy, state and federal requirements



CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION

We develop knowledgeable, confident and responsible citizens through inspirational and innovative learning opportunities.

Physical Requirements:

1. While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear
2. The employee frequently is required to walk, bend, and reach 0 -12 inches and on occasion from 0 – 24 inches
3. The employee must occasionally lift and or move up to 50 pounds for example school supplies and books or equipment 0 - 12 feet and on occasion up to 20 feet
4. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus
5. Hearing ability to monitor presence and activity of students and respond to communication with students and adults is required
6. The position requires the individual to meet multiple demands from several people and interact with the public and other staff