

## **ELEMENTARY TEACHER - KINDERGARTEN**

### **DEFINITION**

Under general supervision, teaches and instructs kindergarten or a combination of kindergarten and other grade level students in academic, social, behavioral and manipulative skills; creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability; assists students and parents in making an appropriate transition from a home centered environment to a more structured educational environment; and does other related functions as required. This position is directly responsible to the Principal.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise commonly associated with teaching and instruction of kindergarten age children. Responsible and directly related teaching and instruction experience is required to effectively provide instruction to early childhood educational experiences. The position classification performs decision analysis and makes decisions of considerable consequence in determining how best to provide individualized instruction to children with a wide range of learning needs. The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data and alternative problem solutions.

This position classification performs light work that involves sitting a portion of the time, but requires walking and standing for extended periods and may occasionally require moving or lifting of up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects and providing oral information. The employee is directly responsible for safety, well-being or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **ESSENTIAL DUTIES**

- Provides learning experiences in such areas as language arts, social studies, pre-reading, arithmetic, science, art, physical education/movement and music.
- Utilizes an adopted course of study, program outlines and other materials in developing lesson planning and teaching outlines.
- Utilizes a variety of methodology in teaching and instructing pupils, including subject matter instruction, demonstration, activity participation, utilizing a variety of educational equipment, materials and learning aids.
- Prepares, develops and uses a variety of instructional materials appropriate for verbal and visual instruction of pupils with a wide range of intellectual, physical and emotional maturity.
- Reviews, analyzes and evaluates the history and background of pupils in designing an educational program to meet specific individual needs.

ORANGE UNIFIED SCHOOL DISTRICT  
**ELEMENTARY TEACHER – KINDERGARTEN**-Page 2

- Provides individual and group instruction designed to enhance the pupils' mental, social and emotional growth.
- Establishes standards for student behavior utilizing a variety of behavior management strategies and techniques.
- Reviews, analyzes, and evaluates the academic and social growth of pupils, and records appropriate analyses and perceptions.
- May prepare, administer, score and record criterion referenced and standardized tests used in evaluating pupil progress.
- Works with school and District personnel in assessing pupil needs, and in the development of alternative solutions for individual educational planning.
- Plans, creates and maintains an effective learning environment through the utilization of functional and aesthetically attractive displays, bulletin boards, learning and activity centers.
- Selects and requisitions appropriate educational supplies, materials, books, equipment and learning aids.
- Establishes and maintains a suitable room environment through the proper control of heating, lighting and ventilation.
- Performs non-instructional activities, including curriculum and instruction development, student supervision and advisory and consultation activities.
- Maintains professional competence through inservice education activities provided by the District and/or professional growth activities and university courses.
- Participates cooperatively with the appropriate administrator to develop the method by which she/he will be evaluated in conformance with District guidelines.
- Selects and requisitions materials necessary to provide appropriate learning experiences.
- Maintains records as required by the school, District and/or state.
- Participates in school-wide supervision of students during out-of-classroom activities.
- Participates in faculty and/or District meetings and committees.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of early childhood education pupils;
- Educational, curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to a Kindergarten education program;
- Child growth and development principles and theories;
- Behavior management and behavior shaping strategies, techniques and methods, conflict resolution procedures;
- Educational materials, supplies, equipment and learning aids used in a Kindergarten program;
- Socio-economic and cultural background differences of the school community;
- Technology including computers and computer programs.

### Ability to:

- Plan, organize, develop, and conduct a comprehensive teaching and instruction program for kindergarten students;

ORANGE UNIFIED SCHOOL DISTRICT  
**ELEMENTARY TEACHER – KINDERGARTEN-Page 3**

- Provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds, and with varying mental, social and emotional maturity;
- Effectively assess the educational needs of pupils, and design develop and implement individual remediation and educational plans;
- Provide a warm, attractive, and inviting learning environment;
- Perform research and development activities pertaining to Kindergarten curriculum and instruction modifications and revisions, and in the development and implementation of pilot projects designed to enhance Kindergarten age student educational activities;
- Communicate effectively in oral and written form using grammatically correct language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative and effective working relationships;
- Utilize technology and operate computers and computer programs.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Successful completion of student at a recognized college or university; participation in a recognized teacher intern program or successful classroom teaching experience, preferably in a primary or kindergarten teaching assignment.

Education: Possession of a Baccalaureate or higher degree with emphasis in elementary or early childhood education, and subject areas commonly taught in the elementary grades, or closely related fields.

**OTHER REQUIREMENTS:**

Certification Requirement: Possession of a valid California credential authorizing service as a teacher in grade levels and areas assigned.

Condition of Employment: Insurability by the District's liability insurance carrier.

Personal Qualities: Appearance, grooming and personality which establish a desirable example for students. Above-average recommendations from student teaching supervisors and/or other professionals who have observed the personal characteristics, scholastic attainment and classroom performance of the teacher.