

Williams Bay School District

Position Title: 3K Teacher

Reports to: District Administrator or Their Designee

Job Goal:

The Little Paws teacher is responsible for all aspects of the care and education for children enrolled in his/her class. A teacher has the responsibility to help students develop skills and knowledge consistent with the program and district's goals. The teacher is responsible for maintaining a positive, nurturing classroom environment and activities that meet the needs of our youngest learners.

This job description is subject to all federal and state laws and the terms of the Employee Handbook.

Required Qualifications:

- A high school diploma is required. An early childhood certification, Preschool Credential through the Registry or the equivalent is preferred.
- Multiple years working with students in a school setting is preferred.
- Ability to work with and communicate effectively with students, parents, and staff.
- Ability to function independently with a moderate degree of supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Expectations:

Planning and Preparation

- Apply/incorporate Wisconsin Model Early Learning Standards into planning of activities.
- Demonstrate knowledge of child development and standards.
- Work with the other teacher in the planning and implementation of activities.
- Consult with school staff on how to incorporate language, motor skills, and social emotional skills into play.

Learning Environment

- Provide active supervision of the children and learning environment.
- Create and maintain a welcoming and positive classroom environment.
- Promote a positive attitude and enthusiasm toward education.
- Encourage each child's development in building self-confidence, problem solving, and taking responsibility for actions.
- Be consistent yet loving with classroom behavior expectations.

Instruction

- Help to prepare activities incorporating play to meet the individual needs, interests, and abilities of the students including a welcome activity, circle time, yoga/movement, music, counting and alphabet activities, arts and crafts, free play time, snack, and a goodbye/wrap up song or activity.
- Use a variety of strategies and materials appropriate for early childhood.

Assessment

- Monitor student engagement and progression throughout the year in all developmental areas.
- Provide families updates on student strengths and growth during regular intervals.
- Report any child-find concerns to the school psychologist to determine if further assessment is warranted.

Professional Responsibilities

- **Family Communication:** Create a regular communication system with families, electronically or through take home folders.
- Determine ways to improve the program on a regular basis to best meet the needs of our children.
- Participate in staff meetings, in-service, or professional development as requested.
- Care for district resources, equipment, and materials assigned to him/her and report concerns regarding facility and equipment to the designated supervisor.
- Be knowledgeable of and adhere to all procedures and practices prescribed in the Teacher, Student, and/or Parent Handbooks.
- Maintain a current folder of responsibilities and procedures for substitute teacher's use.
- Maintain and provide records promptly as required by law, district policy, and administrative regulation.
- Maintain the highest possible degree of ethical conduct in and out of the classroom.
- Perform other duties and responsibilities assigned by the Building Principal or District Administrator.

Daily Schedule:

Arrival: 7:45 AM- Prep time until 8:30

Morning Session: 8:30- 11:30

Lunch/Prep: 11:30- 12:30

Afternoon Session: 12:30- 3:30

Terms of Employment:

Hourly rate and work year to be established by the School Board of the Williams Bay School District.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the district.

Evaluation:

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of performance for support staff.