

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## PRESCHOOL TEACHER

### QUALIFICATIONS:

- Valid New Jersey P-3 Instructional Certificate
- Demonstrated language proficiency and knowledge of effective teaching methods
- Ability to maintain a positive learning environment
- Strong interpersonal, communication skills and technological skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal and Director of Curriculum and Instruction

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To provide an approved early childhood education program and establish a class environment that fosters learning and personal growth; to help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

### PERFORMANCE RESPONSIBILITIES:

1. Works to enhance the educational experiences of young children through the creation of a supportive learning environment and the use of developmentally appropriate materials and practices.
2. Promotes active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils.
3. Implements the approved curriculum and use of appropriate learning activities designed to foster learning at each child's development level. Works to achieve district educational goals and objectives and state core curriculum content standards.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil. Balances teacher-directed and child-initiated experiences.
5. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
6. Observes children in a variety of settings and evaluates the cognitive, social, emotional and physical skills of pupils and maintains records of progress toward stated objectives of instruction.
7. Develops and uses age-appropriate assessment tools and maintains records of pupil's development and educational progress in class, maintains creative curriculum net.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
9. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
10. Budgets class time effectively.
11. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
12. Assists in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs and from the school day to after-school child care programs.
13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.

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14. Participates in school-level planning, faculty meetings/committees and other school system groups.
15. Makes effective use of community resources to enhance the instructional program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 10/29/2007  
Revised: 6/25/2008  
1/29/2014  
11/9/2022