

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed**

**JOB TITLE:** Early Childhood Education Preschool Teacher

**Reports To:** Building Principal

**Job Purpose Statement/s:** The position of Teacher – Basic Education is for the purpose/s of improving student success in academics or skills through implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; developing lesson plans; modeling the necessary skills to perform activities; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

**Essential Job Functions:**

- **Plan and Implement** a program of study following state and district outcomes that, as much as possible, meet the individual needs and abilities of the students including students with special needs.
- **Create** a classroom environment that is conducive to learning and includes supports and modifications that facilitate learning.
- **Guide** the learning process toward the achievement of student outcomes.
- **Employ** instructional methods and materials that are appropriate for meeting objectives.
- **Assess** students' academic learning and/or skills for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- **Develop** appropriate systems to regularly monitor educational progress and maintain/complete records and reports as required by program procedures and Oregon Administrative Rules.
- **Collaborate** with school personnel and parents for the purpose of improving the quality of student performance, developing solutions and planning curriculum.
- **Assists** parents to increase knowledge in child growth and development, through regularly scheduled parent conferences, home visits, preschool/school activities, and communication.
- **Manage** student behavior for the purpose of providing a safe and an optimal learning environment.
- **Trains** Assistant Teacher, Classroom Aide, through weekly planning and conferencing, providing resources, daily classroom observations, and specific feedback, informally and formally.
- **Conducts** individual screenings on children; monitors all necessary screening results and follow-up services through communication with appropriate co-workers.
- **Participate** as the general education teacher for children referred for additional evaluation through the Early Childhood Special Education Team.
- **Participate** as the general education preschool teacher in individualized Family Service Plan (IFSP) meetings.
- **Maintains** and updates confidential records, such as but not limited to; child attendance, screenings, anecdotal observations, parent contacts, etc.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.
- **Attend** staff meetings as well as serve on staff and district committees as requested.
- **Meet** the state standards for competent and ethical performance.

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### **Other Job Functions:**

- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.
- **Reports** suspected child abuse in accordance with Oregon Statute.
- **Other** duties as assigned.

### **Job Requirements – Qualifications:**

- ♦ **Experience Preferred:** 2 years experience working with children three to 5 years of age, including working with children with special needs three to 5 years of age and their families.

- ♦ **Skills, Knowledge and/or Abilities Required:**

*Skills* in planning, developing, and implementing appropriate curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

*Knowledge* of instructional theory and best practices, curriculum, state education code, state standards and district policies. Knowledge of typical and atypical child development from birth through five years of age. Knowledge of Oregon's Quality Rating and Improvement System.

*Abilities* to use good communication skills and productive problem-solving strategies as a collaborative team member. Ability to work in partnership with families, mutually exploring options, soliciting input about what they want for their child, and respecting choices. Ability to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision. Have transportation available for on-the-job use.

**Education Required:** Bachelor's Degree required

**Licenses, Bonding and/or Testing Required:** Current Oregon Teaching License, Authorization level PreK-12. Must be endorsed in Elementary: Multiple Subjects or Early Childhood Education, or Early Childhood Special Education. Criminal Justice fingerprint clearance, valid driver's License, own transportation, and evidence of insurability.

Must be enrolled in the Oregon Central Background Registry prior to beginning employment and enrollment must be maintained throughout employment.

Must be Step 8 or higher in the Oregon Registry.

- This is documented by the employee on the [Oregon Registry Online](#).
- Staff must log into the registry, create an account and submit transcripts and other documentation of course work and professional learning.
- Requirements of step 8 in the 12 step registry can be outlined [here](#)

**Other:** Food Handler's card must be obtained within 30 days of hire date. Valid First Aid/ and Pediatric CPR, must be obtained within 60 days of hire.

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**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual preferred. ESOL endorsement preferred.

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

c: Principal  
Employee  
File