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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Early Intervention Pre-Kindergarten Lead Teacher  
**Reports to:** Pre-Kindergarten Administrator

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage in Nursery-PreKindergarten or Primary or Early Childhood education. Prefer three (3) successful years of teaching experience in an early childhood program. Travels to PreKindergarten sites. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Job Goal:**

To create a developmentally appropriate program based on children's intellectual, social and physical needs; to improve the readiness level and oral language facility of four-year-old children who are educationally and economically disadvantaged; to prepare the environment for children to learn through active exploration and interaction with adults, other children and materials; to develop a positive attitude toward learning and schooling in parents and children.

**Essential Duties and Responsibilities:**

1. Meets and instructs four-year-old children by providing experiences that meet their needs and stimulates learning in the developmental areas - physical, social, emotional and intellectual.
2. Provides for an environment that is designed to stimulate oral language expression and listening skills development.
3. Ensures that this stimulation of total language development occurs by providing optimum contact time with these additional responsibilities: a.) Instruct the physical education and music programs; b.) Assist in feeding the students breakfast and lunch; c.) Ride on the bus to take the students home.
4. Develops and maintains a safe classroom environment conducive to effective learning within the limits of the resources provided by the district.
5. Develops lessons and instructional materials that are both age appropriate and individually appropriate meeting the needs and differences on the individual children enrolled.
6. Demonstrates an awareness of child growth, development and learning principles.
7. Establishes and facilitates the development of self-control in children by using positive techniques and modeling.
8. Provides opportunities for children to develop positive social skills.
9. Develops an imaginative and creative environment for children by providing opportunities which are centered around problem solving, exploration, active learning and learning centers.
10. Develops a partnership with parents through parent education and home visits so that there will be a better understanding of the child's needs.
11. Maintains professional competence through an ongoing program of in-service and training using High Scope as a model.
12. Cooperates with other staff members in planning instructional goals, objectives and methods.
13. Assists in the selection of books and instructional aids; keeps required inventory records; maintains instructional materials.
14. Assists in screening students to determine academically disadvantaged students according to the district pre-kindergarten plan.
15. Assesses student's development by: a performance checklist based on key experience as outlined in the district plan; teacher observations of student behavior and levels of play (social and emotional development); and a checklist of small and gross motor abilities.
16. Attends and participates in faculty meetings.
17. Coordinates with the Okaloosa County Health Department and other community agencies and works cooperatively with the Interagency Coordinating Council.
18. Abides by all policies of the Okaloosa County School Board.
19. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Ten month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.