



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description Worksheet

Job Title: Kindergarten Teacher

Reports to: Site Administrator
Department: School Improvement/School Operations
Compensation: Teacher's Salary Schedule
Overtime Status: Exempt
Date Job Revised: March 2, 2004

Position Summary: Creating a flexible kindergarten program and a kindergarten environment favorable to learning and personal growth; establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each pupil's ability; and establishing good relationships with parents and with other staff members.

Minimum Qualifications/Job Requirements:

Education:

Specialized Knowledge, Licenses, etc: Oklahoma Teaching Certification in Early Childhood Education or applicable teaching fields.

Experience:

Specific Training/Skills:

Physical Requirements (If Applicable):

Other: Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

Scope of Authority (If Applicable):

Customer Contacts (Internal and External):

Essential Job Functions:

- Provides learning experiences in pre-reading, language arts, social studies, mathematics, science, art, physical education, and music to pupils in a classroom, using the course of study adopted by the Oklahoma State Department of Education and Tulsa's Board of Education and any other appropriate learning activities.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Establishes and maintains standards of pupil behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a kindergarten. Treat pupils with respect and dignity.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through a variety of means. Holds parent conferences to discuss individual pupil's progress and interprets the school program. Interacts with pupils, staff and parents in a positive and professional manner.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.

- Creates an effective environment for learning through functional and attractive displays, bulletin board, and interest centers.

Other Non-Essential Job Functions:

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