



DEER VALLEY

Unified School District

JOB DESCRIPTION

**TITLE: Community Education
Teacher of Gifted Pre-Kindergarten**

Position Type: Certified	Department: Community Education
Salary Schedule: Certified	Location: School
	Reports to: Community Education Director (in collaboration with the Manager, Gifted & Advanced Academics and campus Principal)
Term of Employment: 9 months	Date: May 20, 2024
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Coordinates and leads instruction in the Gifted Pre-K program to provide developmentally appropriate, nurturing, hands-on learning experiences that meet the academic, social, and behavioral needs of gifted and advanced preschool learners. Understands policies and procedures related to the implementation of the Community Education Performance Standards, as reflected in the program plans, and integrates the gifted programming standards.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Completes and maintains all necessary documentation to demonstrate compliance with DHS Childcare licensing regulations, Community Education standards and district regulations.
- Supervises and implements federal, state, local, and district health and safety policies and procedures.
- Conducts, with instructional assistant, a minimum of two (2) two parent/teacher conferences per family, per academic year.
- Communicates well with parents, students, staff and administrators.
- Supervises and trains parents, staff, and volunteers, as appropriate.
- Evaluates the instructional assistant(s) according to the district performance process and certified evaluation.
- Effectively engages gifted and advanced preschool age students in learning by using a variety of instructional strategies to meet individual learning needs based on individual interests, needs, and abilities of the children in the classroom and the group as a whole.
- Effectively manages classroom procedures & student behavior using resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
- Utilizes all available resources to enhance instruction.

- Demonstrates an understanding of the academic, social, and behavioral developmental needs of gifted and advanced preschool learners by providing relevant, hands-on learning experiences.
- Plans meaningful instruction using the state's standards, district curriculum, effective strategies, resources, and data to meet the needs of gifted and advanced students.
- Oversees and documents the team assessment of each child developmentally and develops individual goals, involving parents in the process and assesses outcomes of individual child assessment.
- Systematically gathers, analyzes, and uses all relevant data to measure learner academic progress, guide instructional content and delivery methods, and provide timely feedback to both students and parents throughout the year.
- Plans, organizes, and attends parent meetings, as needed or required.
- Develops and maintains a relationship with each family to encourage meaningful participation in the program.
- Participates in IEP meetings as needed.
- Works cooperatively with identified disabilities services support staff in the provision of reasonable accommodations and the development of goals for children with disabilities.
- Initiates and sustains positive working relationships with schools, community agencies, grantee, and the staff of each organization.
- Proactively communicate with parents. This would preferably be weekly newsletters, notes home or digital communication (emails/website).
- Interacts comfortably and empathetically with people from diverse backgrounds.
- Provides incidental medical assistance as needed.
- Assumes responsibility for classroom supplies and materials. Submits purchase requests and appropriate documentation of purchases made to the designated person in a timely manner.
- Arranges the physical environment making it safe, healthy, interesting, and developmentally appropriate.
- Develops an environment and daily curriculum that reflects a developmentally appropriate anti-bias, multicultural approach.
- Supervises and participates in developmentally appropriate outdoor play activities on a daily basis.
- Attends all scheduled staff meetings and trainings.
- Coordinates and facilitates Open Houses/Meet the Teacher events as required.
- Attends and participates in ongoing training designed for Community Education staff and supplemental education training.
- Participates in required gifted and other professional development hours annually.
- Maintains a record of training/classes attended during the program year.
- Participates in the annual program evaluation.
- Participates in program placement screening.
- Be motivated to pursue additional training in job-related areas
- Displays pedagogical knowledge as outlined in the Arizona State Professional Teaching Standards.
- Works collaboratively with professional colleagues.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates instructional assistants.
- Supervises students.
- Supervises any parents, in classroom, volunteers, interns, and chaperones.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Maintains commitment to professional ethics, communicates effectively, and takes responsibility for professional growth resulting in student learning.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multi-task.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must have a basic knowledge of computers.
- Have a willingness and ability to help with marketing the program.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have required documentation to be Director Qualified through Arizona Department of Health Childcare Licensing including a valid fingerprint clearance card, TB Test, CPR/1st Aid Card, Food Handler's Certificate and current immunizations are required.
- Must have a valid Arizona Teaching Certificate in Early Childhood or with an early childhood endorsement.
- Gifted Endorsement (Full Endorsement - Preferred), required within 2 years.
- Must attain SEI endorsement as required by Arizona Department of Education.

QUALIFICATION REQUIREMENTS:

- Must be at least 21 years of age.
- Demonstrate the ability to relate to gifted children.
- Complete a minimum of 25 seat hours of gifted instructional coursework each year (provided by the district free of charge) and be motivated to pursue any other additional training in job-related areas.
- Attend any required meetings as directed by the Director of Community Education and Manager of Gifted & Advanced Academics.
- Have a reliable, insured vehicle available for use on the job, and be able to document a good driving record.
- Be able to interpret local, state, federal, and district regulations, policies and procedures as they pertain to the duties of the job.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's or advanced degree in Early Childhood Education.
- Minimum of 12 Credit hours in Early Childhood Education, education, or related field or 64 hours professional development training.
- Minimum of 3 months work experience in Early Childhood, education, or related field.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.