



JOB TITLE	DEPARTMENT	REPORTS TO
VPK Classroom Teacher	School Based	Principal/Director

Position No: 55052	Length of Work Year: 10 Months
Salary Schedule: IN10	Date Approved: 5/21/18
FSLA: Exempt	Date Revised: 12/10/21

JOB GOAL
To help students learn subject matter and skills that will contribute to their development as mature, able and responsible men and women.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or higher in one of the following areas: Early Childhood Education, Elementary Education, Family and Consumer Science or Exceptional Student Education and Florida certification.
OR
Bachelor's degree AND at least 6 college credit hours in early childhood education/child development AND at least 480 hours experience in a child care setting serving children ages birth through eight years of age.
2. Meet state Emergent Literacy Requirements for VPK Instructors:
Option 1:
-Completed three Division of Early Learning approved, 5-hour emergent literacy courses for VPK instructors
and
-Completed *Implementing the Florida Early Learning and Developmental Standards in the Preschool Classroom (3-year-old to Kindergarten)* Course completion must be on transcript from the Florida Early Childhood Professional Development Registry.
Option 2: Completed Competency 1 of Reading Endorsement: *Foundations of Reading Instruction* (60 hours)
and
-Completed *Implementing the Florida Early Learning and Developmental Standards in the Preschool Classroom (3-year-old to Kindergarten)*, Course completion must be on transcript from the Florida Early Childhood Professional Development Registry.
3. Good moral character.
4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.

7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Identifies the strengths and weaknesses of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.
13. Assists the administration in implementing all policies and/or rules governing student life and conduct and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.
18. Performs other duties as assigned by the principal.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.