

# Maury County Public Schools Columbia, TN



**Job Title:** Pre-K Teacher  
**Job Type:** Licensed  
**Work Calendar:** 10 months

## **Qualifications**

- Bachelor of Arts or Science degree for a four-year accredited college or university.
- Valid Tennessee teaching certificate with endorsement(s) in appropriate area.
- Only complete applications will be processed for interview considerations.

## **Job Overview**

Instructs children in activities designed to promote social, physical, and intellectual growth needed for primary school by performing the following duties.

## **Job Functions**

- Reports to work as scheduled on a regular and reliable basis.
- Plans individual and group activities to stimulate growth in language, social and motor skills such as learning, listen to instructions, playing with others and using play equipment.
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturation levels.
- Develops in each pupil an awareness of his worth as an individual and his role in his family and community.
- Encourages pupils to express themselves creatively in art, music, and dramatic play.
- Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
- Creates an effective environment for learning through functional and attractive displays, interest centers and exhibits of pupils' work.
- Provides individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills, and development of self-concepts.
- Plans and coordinates the work of teacher associates, parents, and volunteers in the classroom and on field trips.
- Enriches educational program through study trips to community resources such as museums, parks and through classroom visits by resource persons from the school and community. Shares and interprets these experiences with pupils and parents.

- Cooperates and seeks assistance from other professional staff members.
- Communicates regularly with parents by means of a newsletter, notes, phone calls and individual parent conferences. Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Selects and requisitions, instructional aids, supplies and schedules snacks.
- Promotes parent participation and involvement in education activities provided for their children.
- Meets core expectations for all certified staff contained in the District's Professional Growth System.
- Supervises students in all school-related activities
- Maintains accurate, complete, and correct records as required by law, district policy, State and Federal requirement.

### **Job Requirements/Skills**

- Committed to high academic achievement, visual and artistic literacy, and high expectations for all students
- Able to be a positive team-player and communicate effectively with colleagues, supervisors, students, and families
- Open to being coached and receiving feedback in order to advance learning and growth for students
- Professional with high personal standards and integrity

### **Working Environment**

The usual and customary working environment.

### **Physical Requirements**

This job will require lifting of objects that exceed 50 lbs., or the average weight of a student, with frequent lifting and/or carrying objects weighing up to 25 lbs.

This job will require the physical restraint of students.

Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing