



PRE-KINDERGARTEN RESOURCE TEACHER

GENERAL RESPONSIBILITIES

Under direction of the Title I Director, the position will plan and provide coaching and support to pre-kindergarten teachers to ensure the success of every student.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop agendas and maintain notes related to work supporting families and teachers.
- Maintain accurate and complete records/documents of activities for future reference in accordance with the VBCPS policies, regulations, legal and Title I requirements.
- Provide professional development opportunities to pre-kindergarten teachers to build their professional capacity.
- Participate in staff development and professional growth to keep abreast of changes and developments in the profession.
- Attend staff meetings and serve on staff committees as required.
- Assist with recruitment and enrollment to ensure that full enrollment is maintained at all times throughout the school year in accordance with the Virginia Preschool Initiative grant.
- Perform other duties as required.

Supporting Teachers

- Provide instructional coaching to teachers in the areas of curriculum, program implementation, learning plans daily schedules etc., through conferencing, modeling, and co-teaching.
- Observe and provide feedback to pre-kindergarten teachers to ensure program fidelity.
- Collaborate with teachers on effective methods and tools to promote the importance of family engagement and working with families as equal partners.
- Maintain ongoing contact with instructional staff through classroom visits, email, telephone, etc.; share relevant home information and gain information regarding child performance in the classroom.
- Provide and facilitate professional development for pre-kindergarten teachers focused around instructional best practices for pre-kindergarten academics, social emotional success, and identified needs of the pre-kindergarten program.



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the public education environment and preschool curriculum. Ability to work as an advocate for at-risk families and children. Must have skills in communicating, problem solving, organizing, interpersonal relationships, staff training, program administration, and decision-making or any equivalent combination of experience and training which would provide the required knowledge, skills, and abilities. Ability to work effectively with administrators, colleagues, central office, school-based staff, students, families, and community. Must be self-motivated and have excellent oral and written communication skills.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree in an applicable field of education from an accredited college or university.
Must be eligible for or hold a teacher license from the Virginia Department of Education.

Preferred:

Experience in the field of pre-kindergarten education.
A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 4/16, 7/20
---------------------	-------------------------