



PRE-KINDERGARTEN RESOURCE TEACHER

GENERAL RESPONSIBILITIES

Under direction of the Title I coordinator, the position will plan and provide support to pre-kindergarten teachers to ensure the success of every student. In addition, the position will oversee the family engagement component of the program that promotes families as full partners in their child's education.

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.)

- 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.
- Maintain accurate and complete records/documents of activities for future reference in accordance with the VBCPS policies, regulations, legal and Title I requirements.
- Maintain a working knowledge of Title I program policies and procedures.
- Develop agendas and maintain notes related to work supporting families and teachers.
- Review Synergy and school data with registrar for accuracy of reporting.
- Participate in staff development and professional growth in order to keep abreast of changes and developments in the profession.
- Attend staff meetings and serve on staff committees as required.
- 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.

Supporting Families

- Serve as an advocate for all pre-kindergarten children and families.
- Work with families to establish and maintain regular attendance for their children.
- Provide family crisis intervention as needed with assistance of other VBCPS staff.
- Assist families in enhancing skills for the purpose of being actively involved in their children's education.
- Coordinate resources to provide families with an opportunity to become active participants in school activities/organizations.
- Communicate with families, teachers, principals, and community organizations to strengthen family/school/community relationships.
- Inform families of community-based educational opportunities that provide additional academic support beyond the regular school day.



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

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

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license.