

## **Kindergarten Job Description:**

Teach basic skills including letters, numbers, elementary natural and social science, music, art, literature, and behavioral skills to children in the kindergarten phase to advance their physical, mental, and social development and maximize their potential in a positive and safe environment.

## **Main Job and Responsibilities**

- Utilize games, music, books, art, technology and other resources to teach basic skills and foster student development
- Plan a program that helps each student achieve learning objectives and curriculum goals
- Prepare lesson materials and resources
- Select and use instructional methods and materials appropriate to the students and learning activities
- Adapt standard teaching methods to meet different student needs and interests
- Create a positive and appropriate classroom environment that is conducive to learning develop and implement a suitable classroom management system
- Establish rules for acceptable behavior
- Apply and follow up on approved disciplinary interventions
- Make referrals for assistance where necessary
- Instruct children on personal hygiene practices and self-care
- Encourage cooperative social behavior through games and activities
- Observe, evaluate, and record children's social and academic progress
- Provide constructive feedback to parents, guardians, and administration
- Prepare and distribute written reports
- Ensure supplies, equipment, and facilities are clean and safe
- Collaborate with other staff members to promote the general health of the school
- Perform required administrative duties including attending staff meetings
- Uphold the school code of conduct and all school policies, rules and procedures in a supportive and positive manner

## **Education and Qualifications**

- Bachelor's degree in elementary education, early childhood preferred
- Certification or license as required by the relevant State
- First Aid and CPR certifications are an advantage
- Understanding and proficiency in relevant technology
- Knowledge of current educational and instructional methodologies and techniques
- Knowledge of theories and practices of early child development

## **Demonstrate the Following Qualities**

- Enthusiasm
- Patience
- Flexibility
- Creativity
- Open Minded
- Innovative
- Communication skills
- Planning and organizing