



## Transitional Kindergarten Teacher Job Description

### General Description:

Victory Christian School's elementary education program provides support to the instructional process. The transitional Kindergarten teacher will develop lesson plans and deliver instruction within established curriculum guidelines. The teacher will supervise the students both inside and outside the classroom setting. The teacher will collaborate with colleagues and administrators to address classroom issues and respond to inquiries from students, parents, or guardians regarding the instructional program and student progress.

### Essential Functions

- Adapts classroom work to provide students with instructional materials that address individualized learning plans within established lesson plans.
- Administers and develops subject-specific assessments and assignments to evaluate student competency levels and/or develop individual learning plans.
- Advises parents/legal guardians of student progress to communicate expectations of student achievements, develop improvement methods, and/or reinforce objective-based goals in the home environment.
- Collaborates with instructional staff, other school personnel, parents /guardians, and a variety of community resources to improve the overall quality of student outcomes, achieve established classroom objectives, and evaluate student progress in support of college and career readiness and student needs.
- Assesses student progress towards objectives, expectations, and/or goals to provide feedback to students, parents, and administration.
- Responds to all levels of student and staff safety to ensure a safe environment.
- Demonstrates methods required to perform classroom assignments to provide an effective program that addresses individual student requirements.
- Directs assistant teachers, student teachers, instructional assistants, volunteers, and/or student workers to provide an effective classroom program and address the needs of individual students.
- Facilitates student learning to achieve success in academic, interpersonal, and daily living skills through a defined lesson plan.
- Models conversation, manners, clean-up activities, and listening skills to demonstrate appropriate social and interpersonal behavior.
- Participates in various meetings, workshops, and seminars to convey and/or gather information required to perform functions.
- Prepares various written materials (e.g., grades, attendance, anecdotal records, etc.) to document student progress and meeting mandated requirements.
- Reports incidents to maintain the personal safety of students, provide a positive learning environment and adhere to Education Code and school policies.
- Respond to emergency situations to resolve immediate safety concerns and/or direct appropriate personnel for resolution.

## Required Qualifications:

### Personal Qualifications

A believer who is deeply committed to a consistent daily walk with Jesus Christ, including personal devotions and prayer.

### Professional and Education Qualifications

- Current valid California Multiple Subject Teaching Credential.
- One of the following for Transitional Kindergarten:
  - At least 24 units in early childhood education, childhood development, or both.
  - As determined by the local educational agency employing the teacher, professional experience in a classroom setting with preschool-age children is comparable to the 24 education units as stated previously.
  - A child development teacher permit issued by the Commission on Teacher Credentialing.
- Bachelor's Degree from an accredited college or university.

Skill-based competencies required to perform the functions of the job satisfactorily include:

- Implement the mission, goals, objectives, and policies of the Victory Christian School Board.
- Experience working with an ethnically and economically diverse population.

### Physical Effort and Work Environment

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.
- Manual dexterity sufficient to write using the telephone, computer, calculator and office machines at the required speed and accuracy.
- Ability to identify and interpret communications in handwritten and printed materials and on the display screen of various office equipment and machines.
- Ability to communicate effectively to perform assigned duties and to exchange information in person, in front of groups, and telephonically.
- Ability to effectively observe, monitor, and manage student activities and other assigned duties
- Physical agility to move self in various positions to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead; physical stamina sufficient to sustain light physical labor and remain in stationary position for up to 8 hours.
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, and ramps and responding to emergency situations; physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally lift 40 or more pounds with or without assistance.

FAITH/PERSONAL TESTIMONY:

We are a Christian school, and we desire to nurture the students academically, socially, emotionally, and spiritually. The strongest applicants will have an active Christian faith. Those who demonstrate through their Statement of Faith/Testimony paragraph an understanding of how their faith and life connect will be strongly considered for an interview.

### **Compensation**

The TK Teacher Position is a Full-time, 10 month position

Salary, **\$42,000 - \$45,000 DOE**

Tuition discount for child(ren) of TK Teacher

***Please submit required documents via email to [jobs@victorycs.org](mailto:jobs@victorycs.org)***

***Subject line: TK TEACHER POSITION***

Required Documents

**RESUME**

**COVER LETTER**

**TRANSCRIPTS (unofficial is acceptable)**

**3 PROFESSIONAL REFERENCES**

**PERSONAL TESTIMONY OF FAITH**