Vail Unified School District
Job Description

Job Title: KINDERGARTEN SPECIALIST
Department: Assigned School
Reports To: Principal
FLSA Status: Exempt
Classification: Level 21
Approved: August 26, 2020

SUMMARY
Supports the Kindergarten teacher/team by creating and implementing a curriculum program consistent with District expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Observes and manages student behavior at all times.
• Establishes, maintains and promotes a classroom atmosphere that ensures the emotional and physical safety and well-being of children and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration, and responsibility.
• Plans instruction to achieve specific objectives based upon student need and established curriculum. Implements instructional techniques to encourage and motivate students.
• Informs parents of student progress. Advises parents of instructional methods that may assist student. Informs parents of school activities.
• Participates as a member of an instructional team to promote learning activities for students consistent with district and school education objectives.
• Assists with implementation of student individual education plan (IEP) or a student 504 accommodation plan.
• Plans, organizes and displays classroom materials, space and time appropriate to curricular activities.
• Utilizes and implements classroom management techniques to maintain organization, orderliness, child safety, and a productive learning environment. Utilizes positive reinforcement to maximize desired behavior and individual child’s developmental progress.
• Participates as a member of an instructional team to promote learning activities for children, consistent with district and program objectives.
• Follows the Vail School District Governing Board Polices and Procedures along with the school handbook and procedures.
• Works effectively and respectfully with a diverse population, including those with various individual needs.
• Follows rules and regulations of all regulatory agencies.
• Maintains a work environment that generates trust, collaboration, and caring.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and EXPERIENCE
• Bachelor’s Degree with minimum of 3-6 months experience in childcare, education, or working with children in related activities.
• Or an equivalent combination of relevant education, training, and/or experience as approved by the school principal.

ABILITIES
Ability to prepare and deliver appropriate instructional and enrichment lessons according to curriculum expectations and student abilities. Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

ETHICS, JUDGEMENT, PROFESSIONALISM

LANGUAGE SKILLS
Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively to students, parents, employees, and members of the community. Ability to write activity/lesson plans, routine reports and correspondence. Ability to communicate effectively with students who have special needs.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY
Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram from. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Must obtain and maintain a valid Arizona IVP fingerprint clearance card.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun and heat. The noise level in the work environment is usually moderate.