

MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

Title: Teacher, Pre-K Elementary

Reports To: Principal

Pay Schedule: Teacher

Licensure: B-3, B-PreK, or PreK-3

All positions with Mesa Vista Consolidated Schools require a post offer/pre-employment background check. Some positions have additional requirements as established by Federal or State Rules and Regulations.

General Function: Creates a flexible program with the use of the New Mexico Early Learning Guidelines and provides an environment which is developmentally appropriate and promotes learning and personal growth.

Establishes positive rapport with students and parents and communicates effectively with parents on a daily basis, fostering growth and development in pre-k education.

Education/Training/Experience (Basic minimum requirements are subject to change from time to time to meet the needs of the District.)

Minimum: Bachelor's degree. Current New Mexico B-3, B-PreK, or PreK-3 teaching license.

Early Childhood Special Ed license dependent upon specific positions may be required.

Preferred: Bilingual English/Spanish

Knowledge/Skills and Abilities:

Demonstrated general knowledge of curriculum and instruction.

Demonstrated knowledge of various routine tasks, duties and procedures and the ability to follow specific instructions with little or no previous experience.

Ability to exercise considerable and sound judgment to instruct students and manage their behavior.

MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

Willingness to improve competency by periodically participating in some form of professional growth and to remain current with the latest developments in the profession.

Ability to deal with various ethnic groups. Strong organization, communication, and interpersonal skills.

Ability to establish and maintain effective relationships with students, peers and parents.

Must have skill in oral and written communication.

Needs the ability to perform duties with awareness of all District requirements and Board of Education policies.

Knowledge of age appropriate instruction of pre-k students.

Knowledge of District policies on immunization, medication, first aid, emergencies and child abuse/neglect.

Ability to maintain classroom and outdoor environment according to State requirements Early Childhood Environment Rating Scare (ECERS).

Essential Job Functions All functions are performed in accordance with established policies, procedures, safety and environmental regulations, facility and computer security policies and procedures.

Functions are subject to change from time to time to meet the needs of the organization.

Current essential functions include the following:

- Plans and implements a program of study that, as much as possible, meets the individual needs, interests and abilities of students and complies with State Department of Education Standards and Benchmarks plus the SFPS Board of Education goals and objectives.
- Plans and implements developmentally appropriate lesson plans based on the New Mexico Early Learning Guidelines.

MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

Lesson plans, instructional materials are developed to ensure they provide individualized and small group instruction to adapt the curriculum to the needs of each pupil.

- Ensures that the seven (7) Common Commitments established by the District are evident in direct instruction.
- Delivers curriculum using adopted textbooks.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes open lines of communication with parents concerning students' academic social and behavioral progress.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans (IEPs).
- Is available to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- Creates an environment for learning through functional and attractive displays interest centers and exhibits of student's work.
- Collaborates with peers to enhance the instructional environment.
- Collaborates with peers to develop common assessments.

MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Cooperates in the development and implementation of developmentally appropriate pre-k instruction.
- Establishes and maintains a classroom environment conducive to learning by managing appropriate student behavior.
- Initiates referrals to child find when concerns of a student's development or social behavior arise.
- Implements observational assessments with Embedded Essential Indicators required for documentation of student's progress.
- Completes required portfolios with rubrics, teacher and family reports and reports results to State database on or before deadline.
- Establishes open lines of communication with parents concerning students' academic social and behavioral progress.
- Provides opportunities for parent involvement and parenting education.
- Provides lesson plan and materials needed for substitute teachers.
- Provides support and works as a co-teacher with instructional assistant in implementing observational assessments as well as developmentally appropriate activities for students.
- Communicates with Pre-K staff and attends Bi-monthly PLC meetings.
- Communicates and works closely with Pre-K consultant.
- May not take additional duties, within the school site, which may conflict with pupil teacher ratio during pre-k instructional time.
- Performs other related Pre-K duties as assigned.

Salary Range: Based on education, experience, and level of NM Teaching License.

Tier 1 License: \$41,000+ Tier 2 License: \$50,000+ Tier 3 License: \$60,000+  
Resources Used in Performing Job Include (but are not limited to):

MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

A wide variety of instructional materials and resources including electronic/digital equipment and a Pre-K Instructional coach

Physical/Cognitive Requirements:

Regularly required to stand; move throughout the room and/or facility; communicate verbally and electronically; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Frequently required to stoop, kneel, crouch, and/or crawl. Occasionally required to sit, climb, and balance, and drive. Regularly required to lift or exert force of up to 25 pounds; frequently required to lift or exert force of up to 50 pounds; and occasionally required to lift or exert force of up to 100 pounds.

Specific vision abilities required include close vision, distance vision, color vision and the ability to adjust focus.

Environmental Conditions: Duties performed typically in school settings to include: music room, classrooms, gym, and auditorium.

Teacher will be subject to indoor and outdoor environmental conditions, noise, and hazards.

Personal Accountability:

- Demonstrates reliability as evidenced by attendance records and punctuality
- properly notifies supervisor and/or designee of absences or tardiness
- Begins and completes work within the allotted time
- Consistently appears in attire appropriate to the work environment
- Demonstrates skill in the use of equipment including its capabilities, limitations and appropriate/special application
- Protects the District's resources through appropriate and careful use of supplies and equipment
- Utilizes appropriate body mechanics to aid in the prevention of muscle strain/injury

MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

- Any other duties assigned