

**Beech Grove City Schools**  
Preschool Lead Teacher

**Qualifications:**

- Holds a valid Indiana Early Childhood Certification and/or Elementary Education License
- Holds a valid Indiana Special Education License preferred
- Experience with Preschool or Primary grades preferred
- Pass Criminal History Check as required by the Director of Personnel
- Commitment to being a part of a team with active participation and continued professional growth.
- Commitment to improving the quality of public education.
- Effective use of verbal, written, and interpersonal communications skills with all stakeholders.
- Implements Data-driven decision making skills.

**Job Description:**

- Serve as Teacher of Record for preschool students with an IEP (if SpEd license)
- Plan and implement activities that meet the physical, emotional, intellectual, and social needs of the children in the program.
- Develop activities that introduce math and literacy concepts.
- Prepare materials and classroom for class activities.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Supervise the children at all times.
- Monitor the children's progress and development and communicate this information to parents and Hornet Park school administrators and Beech Grove City Schools Supervisors/Administrators
- Provide for parent conferences, meetings, and communication throughout the school year.
- Meet all Certified Teacher requirements as determined by Beech Grove City Schools
- Attend appropriate faculty meetings and professional development.
- Perform tasks necessary to maintain a clean, orderly, and attractive environment, including upkeep and inventory of materials.
- Follow written and verbal policies and procedures including discipline policies.
- Support Early Child Assessment Team Member for coordination of First Steps transition to services to the district. Support parent conferences.
- Other duties as assigned by Hornet Park administrators or Beech Grove City Schools Supervisors/Administrators

**Position Responsibilities:**

- Creating a caring, respectful community of learners
- Work as a team with Preschool staff
- Teaching to enhance development and learning
- Creating and implementing IEPs that are compliant with Article 7/Special Education Law if SpEd licensing)
- Planning curriculum to achieve important goals
- Assessing children's development and learning
- Establishing reciprocal relationships with families
- Performs other duties as assigned.

**Terms of Employment:**

- 184 Days

**Salary and Benefits:**

- To be determined by years of experience
- Benefits outlined within the BGCS Certified Teacher's Contract