

PRINCIPAL TEACHER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent has responsibility for planning, conducting, and coordinating an instructional program for children. This is a professional teaching position in which the incumbent plans individualized and group courses of instruction adapted to programmatic objectives. Supervision may be exercised over a Teacher Assistant and a small number of volunteer workers. When assigned to the Department of Parks, Recreation and Conservation summer camp program, incumbents work only for the season in the area of their specialty, or conduct specific programs during the school year. Summer camp programs include activities centering on music, nature, farming, local history, etc. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Teaches courses in specialized or general fields of instruction;

Develops teaching programs compatible with children's learning capabilities;

Confers with other professionals concerning overall programmatic goals to be achieved;

Organizes and conducts special group activities such as music, art, or dramatic projects;

Prepares and administers tests and examinations;

Interviews, assigns and supervises Teacher Assistants, volunteers and special tutors;

Orders text books, supplies and equipment;

Maintains records, prepares budget and compiles reports of teaching activity;

Administers supplementary educational funds;

Gives special instruction as required;

Keeps abreast of current developments, teaching techniques and subject matter.

WHEN ASSIGNED F ASSIGNED TO PRC:

Develops, organizes and conducts programs in specialty areas including, music, nature, farming, local history, etc.;

Plans daily activities in areas including music, nature, farming, local history, etc. geared to participants skill and interest levels;

Oversees the activities of Teacher Assistants, counselors and volunteers;

Leads group activities in assigned areas;

Oversees participants, assuring their safety during camp activities.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern methods of teaching elementary school subjects; good knowledge of child development and child psychology; demonstrated skill in subject matter; ability to interact well with young children; ability to give clear, concise oral instruction; ability to work well with other professionals; leadership skills; initiative; resourcefulness; patience; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) two years of teaching experience; or (b) a Master's Degree* and one year of teaching experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: Depending on assignment, may be required to possess a license to teach in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Non-competitive†
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Job Class Code: C0802, H0453
Job Group: X