



ZIONSVILLE COMMUNITY SCHOOLS

900 Mulberry Street • Zionsville, IN 46077 • Phone: 317-873-2858 • Fax: 317-873-8003 • www.zcs.k12.in.us

Position Number:	Job Type: Classified / Full-time / Regular	
Position Title: Universal Preschool Lead Facilitator	FLSA Status: Hourly / Non-exempt	
School/Department: Universal Preschool – all locations	FTE: 1.0	No. of Pays: 21-26
Reports To: Director of Office of Special Projects		

POSITION SUMMARY: This position will provide and facilitate classroom supervision and instruction to Universal Preschool students. Specific duties will include organizing and implementing a rich environment of activities for preschool students in the Universal Preschool program. Provide and role model appropriate communication and exemplary service to students and families.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and stand, use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS: While performing the duties of this job, the employee regularly works in a typical classroom environment. The noise level in the work environment is usually moderate. There are no environmental hazards indicated for this position. Minimal travel may be required.

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

Essential Functions:

1. Implement age appropriate programming that meets the individual needs, interests and abilities of the students assigned to classroom.
2. Create a positive, safe classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Prepare lesson plans for classes and show written evidence of preparation upon request of immediate supervisor.
4. Develop reasonable rules of classroom behavior and procedures to maintain order in the classroom.
5. Encourage students to strive and achieve high standards of classroom behavior.
6. Guide the learning process toward the achievement of curriculum goals and establish clear objectives for all lessons, units, and projects to clearly communicate these objectives.
7. Employ a variety of instructional techniques and instructional media, consistent with the needs and abilities of the students involved.
8. Maintain constant supervision and safety of all students both indoors and outdoors during all activities.
9. Assess the accomplishments of students on a regular basis, provide progress reports and meet with parents as required.
10. Recognize and address the learning difficulties of students on a regular basis, seeking the assistance of district specialists as required.
11. Maintain accurate, complete and correct records as required by law, district policy and administrative regulation.

12. Provide feedback regarding the job performance of classroom preschool assistants, as directed by OSP Director.

General Functions:

1. Ensure that official communications are accurate, demonstrate sound judgment and promote the mission of Zionsville Community Schools.
2. Communicates effectively and professionally with a variety of individuals within ZCS including administrators, teachers, staff, parents and families.
3. Maintain positive working relationships with coworkers, supervisors and superiors.
4. Assist students with personal hygiene as needed.
5. Coordinate and communicate assignments/tasks for classroom preschool assistants and volunteers.
6. Attend Universal Preschool staff meetings as required and serve on staff committees as needed.
7. Other duties as assigned by the OSP Director.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities: Extensive understanding of early childhood centered activities and programs. Ability to effectively supervise staff and communicate with parents and families of GROW program participants. Excellent interpersonal skills with the ability to maintain cooperative working relationships with a variety of individuals.

Education: Associate Degree in Early Childhood or Elementary Education is required. Bachelor Degree in Early Childhood or Elementary Education is preferred.

Experience: 2-5 years experience within early childhood classroom setting preferred.

Certificate/License: None

ACKNOWLEDGEMENT:

My signature serves as an acknowledgement that my job description has been explained to me by a Zionsville Community Schools representative, and I understand the contents.

Employee's Signature: _____ Date: _____

Representative's Signature/Title: _____ Date: _____