

TITLE: Preschool Lead Instructor**Page 1**

Employee Group: Professional Technical Employees**Reports to:** Director of Early Learning**Supervises:****FLSA Status:** Non-exempt**Compensation Level:** Level D

JOB SUMMARY: The Preschool Lead Instructor serves as the “Preschool/Early Childhood Lead Content Educator” within Edmonds Inclusive Preschool classroom. This position is directly responsible for the overall care and planning for the classroom and individual children, this includes the learning environment, other staff, and volunteers.

Students in Edmonds Inclusive Preschool are students with disabilities, students who qualify for funding through the Washington state Early Childhood Education and Assistance Program (ECEAP), and tuition-based preschoolers.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Develops and implements curriculum and classroom activities, including health and nutrition and parent engagement activities consistent with ECEAP standards and requirements.
2. Analyzes and plans classroom curriculum based on individual children’s developmental needs and interests. Facilitates daily lesson plans, prepares and organizes classroom and materials. Instructs children in practices of safety, health, nutrition, and self-help routines.
3. Supports a child-centered, multicultural environment; interacts positively with all children to support their individual learning and meet their emotional needs. Implements and supervises developmentally appropriate learning activities.
4. Design learning environments to reflect the culture of children, families, staff and community. Ensures that learning environments meet individual and group needs. Promotes social, emotional, physical, cognitive and academic growth for every child, including those with disabilities.
5. Observes and assesses children’s development. Leads evaluations related to the needs of individual children through ongoing observations, screenings, anecdotal notes, enrollment information, parent interviews, etc. Administers standardized screening tools, re-screens and makes referrals as necessary.
6. Plans guidance strategies for children. Develops and implements behavior plans for individuals; provides de-escalation and restraint support as needed to ensure the safety of all students.
7. Develops, implements, and communicates policies and procedures related to ECEAP and parent support systems.
8. Engages with families as partners in their child’s education. Communicates with parents on a regular basis through direct contact, conferences, phone calls, and program flyers/newsletters. Plans and facilitates family events and meetings.
9. Develops and delivers training to staff. Provides guidance, training and support to paraeducators and classroom volunteers.
10. Participates in ongoing training and regional meetings. Attends in-service staff training, staff meetings, and other professional development opportunities to gain knowledge and skills.

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11. Leads interdisciplinary planning and implementation. Works collaboratively with school and district staff to further Pre K – 3rd grade alignment.
 12. Maintains records and required documentation in accordance with program guidelines and requirements.
 13. Provides first aid as needed to ill or injured children. May administer medications, under the direction of a certificated nurse.
 14. Maintains regular attendance to ensure that a qualified Lead Instructor is present during all hours with the exception of breaks.
 15. Completes special projects and other related duties as assigned.

REQUIRED QUALIFICATIONS**Education and Experience:**

All persons serving in the role of a Lead Instructor must meet the following qualifications:

- An associate or higher degree with at least 30 quarter credits related to the WA State Early Childhood Education Core Competencies
- Two or more (2+) years of work experience with classroom instruction in early childhood education.

Knowledge, Skills and Abilities:

Knowledge of:

- FERPA and HIPAA.
- Digital record keeping methods.
- State and federal rules and regulations concerning early childhood education.
- Designing, implementing, and delivering training/professional development programs.
- Diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty, and staff.

Skill in:

- Customer service orientation.
- Effective interpersonal communication.
- Utilizing Windows-based software and various application programs, including Microsoft Word, Excel, and Access.

Ability to:

- Build positive relationships with children, families and staff.
- Problem solve, collect data, set goals, and evaluate outcomes.
- Assign and monitor the work of assigned staff.
- Provide training, guidance and direction to staff as required.
- Develop and maintain accurate records.
- Communicate in person and in writing.
- Organize workload to meet inflexible deadlines.
- Respond effectively to changing conditions and needs.
- Maintain collaborative relationships with staff from several teams/departments.
- Maintain confidentiality of sensitive information.

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Licenses/Special Requirements:

- Possession of valid First Aid and CPR Certifications or ability to acquire within 90 days of hire.
- Possession of Food Handler permit within 90 days of hire.
- Certification of de-escalation and physical restraint training is required for all employees who work in a self-contained classroom.
- Complete a background check, in accordance to WAC 110-06-0040; must be submitted through Managed Education and Registry Information Tool (MERIT).
- Provide proof of tuberculosis (TB) testing or treatment in accordance to WAC 110-300-0105(3).
- Provide proof of measles, mumps, and rubella (MMR) immunization or proof of immunity in accordance to RCW 43.216.690.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Early Childhood Education.
- Three or more (3+) years' experience with classroom instruction, early childhood education, or related field.
- Washington State Early Childhood Education (ECE) Initial Certificate or higher.
- Bilingual/Multilingual preferred.
- Previous work experience in a public-school setting.

WORKING CONDITIONS

Regularly works in indoor conditions. Occasionally required to attend evening meetings or events. Experiences interruptions and deadlines. Noise level in the work environment is usually moderate and occasionally loud. May be exposed to infectious diseases when working with students and families.

PHYSICAL DEMANDS

Regularly required to sit, stand, squat, kneel. Required to sit in small chairs and/or on the floor; walk or run quickly; restrain children if needed. Frequently required to use hands to finger, handle, feel; reach with hands and arms. Operates a computer and other office machinery such as copy machines and printers. Regularly lift/move 10-20 lbs. and occasionally lift/move up to 50 lbs.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

CLASSIFICATION HISTORY

New: 04/2023.

Revised: 05/2023

Revised: 02/2024

Revised: 06/2025