

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Wonder Zone Instructor

DEPARTMENT / BUILDING: Extended School Services / CLEC

TITLE OF IMMEDIATE SUPERVISOR: Extended School Services Coordinators & Manager

BARGAINING UNIT: Non-Licensed Instructors

EXEMPT/NON-EXEMPT:

LOCATOR (HR use only):

POSITION SUMMARY: The Wonder Zone Instructor assists in the development, implementation and evaluation of early childhood care and enrichment activities, program and services to children three to six years of age in a safe and enriching environment. This position focuses on social, emotional, and intellectual growth through a perfect balance of learning and fun.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Communicates the Wonder Zone program mission and vision, as well as implements goals and objectives that are supportive of the department and district missions, visions and strategic plans.
2. Develops and implements age-appropriate theme-based curriculum and lessons that align with the Minnesota Early Childhood Indicators of Progress.
3. Delivers a high standard of customer service including serving as the primary contact for program specific needs, problem solving, conflict resolution and making accommodations for all participants.
4. Works directly with large and small groups of children in planned activities throughout a variety of settings, such as: classroom, cafeteria, gym, motor room, playground and while on field trips.
5. Manages day-to-day on-site operations including ordering classroom supplies.
6. Supervises Wonder Zone Assistants and Wonder Zone Special Education Paraprofessionals.
7. Communicates with parents / guardians on a daily basis as well as creating monthly newsletters to ensure child success and keep families up to date on important information.
8. Assists with and executes program specific assessments, evaluations and surveys with participants, parents and staff.
9. Develops and implements age-appropriate, hands-on learning experiences using a variety of technology tools.
10. Adapts curriculum and lessons to meet the individual needs of students in the program.
11. Collaborates with other Instructors, programs, schools and district personnel.
12. Maintains student, program and district documents and records for individual children and the Wonder Zone program.

13. Contributes to program, department and district meetings, PLC's, committees as well as represents the program at student / parent meetings and open house events.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Open to occasional adjustments in work schedule.
2. Assists Extended School Services Coordinators and Manager in maintaining program records.
3. Maintains Early Childhood Continuous Education Units that align with Parent Aware Accreditation as well as completes all program and district training.
4. Performs duties with awareness of all district requirements and procedures, Board of Education policies, as well as government laws, rules and regulations.
5. Performs other duties as assigned by the Extended School Services Coordinators and Manager.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. B.A. or B.S. Degree in Early Childhood preferred.
2. Must have 2-year Early Childhood certification and Early Childhood experience.
3. Current in CPR and First Aid Certification.
4. Good verbal, written and interpersonal communication skills.
5. Able to work in settings of high volume.
6. Able to work outdoors in various kinds of weather.
7. Skilled in computer use.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk, see and hear				X
Taste or smell		X		
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		

More than 100 pounds	X			
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DATE: 07/27/2026