



CLASSIFIED PRESCHOOL TEACHER

Lake Washington School District Inclusion Preschool Program

POSITION DESCRIPTION

Position is eligible for membership in the Lake Washington Service Employees International Union (SEIU).

SUMMARY

The job of the Classified Preschool Teacher is to work alongside the Special Education teacher for the purpose of providing a quality, comprehensive early childhood education experience. They are directly responsible to the district and/or building administrator for the presentation of the daily preschool classroom program.

ESSENTIAL JOB FUNCTIONS

- Daily Program: work with special education teacher to construct a daily schedule of classroom routines and activities. Prepare and implement lesson plans utilizing district provided curriculum
- Interaction with children: Interact positively with all children to support their individual learning and meet their emotional, social and physical needs. Follow universal precautions when caring for student hygiene needs, including assisting with the toileting of children.
- Interactions with families: communicate regularly and respectfully with families and involve them in the education program
- Individualizing: Provide an inclusive curriculum and environment which meets the needs of every child including multi-cultural students and those with disabilities
- Data collection and record keeping: Collect observational data on students utilizing the WA state developmental objectives. Maintain complete records on each child and use data to support future instructional planning
- Progress Reporting: Report student progress on an ongoing basis including completion of progress reports and parent teacher conferences
- Staff training: attend staff in-service training, applying knowledge gained to ongoing work in the classroom.
- Interpersonal skills: Work collaboratively and flexibly with other classroom and building staff

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Basic reading, writing and math skills
- Basic knowledge of computer and email use
- Ability to communicate essential oral or written information to parents, students and colleagues in fluent English

- Competence in various curriculum areas such as music, art, science, literacy, math and language development.
- Competence in planning, organizing, scheduling, classroom arrangement and management, staff and parent communications and record- keeping.
- Ability to work effectively with children, families, community members and staff of diverse backgrounds
- Ability to relate positively to children and adults
- Ability to work as a team member
- Ability to use effective organizational and time management skills
- Ability to provide training and support to volunteers and substitute staff
- Willingness to obtain First Aid/CPR certification

EDUCATION AND EXPERIENCE

- Associate's degree (AA) or higher OR
- Two years of study equivalent to 72 quarter credits OR
- Educational Testing Service ParaPro Assessment documenting a score of 461 or higher

Official documentation will be required upon hire. Priority given to candidates with ECE endorsement or background.

WORKING CONDITIONS

In terms of an 8-hour day, "Occasionally" = 1-33%; "Frequently" = 34-66%; "Continuously" = 67-100%
Frequently: sit/stand, carry up to 10 lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Frequently/Continuously: lift up to 10 lbs., handle/grasp, climb stairs, walk on uneven ground, reach above shoulder height; stand, stoop, kneel, bend and work with children on the floor for extended periods of time.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE

APPLICATION PROCEDURE:

In order to be considered for this position, applicants must submit an on-line application @ <https://www.lwsd.org/employment/careers> and select employment. Please be sure to upload transcripts to the "Attachments" page of on-line application in order to verify education requirements. Attach transcripts to verify education requirements. Attach letters of recommendation and/or a resume if desired.

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW

Please review LWSD Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. LWSD is not able to sponsor employment at this time.