



LANSING SCHOOL DISTRICT #158

PRE-SCHOOL TEACHER

JOB SUMMARY:

District 158 pre-school teachers play a vital role in nurturing the social, emotional, cognitive, and physical development of our youngest learners. Responsibilities include creating a safe, engaging, and developmentally appropriate classroom environment, planning and delivering lessons aligned to the Illinois Early Learning and Development Standards (IELDS), assessing student progress, and fostering positive relationships with families. Collaboration with colleagues, parents, and administrators is essential to support student growth and readiness for kindergarten. Pre-school teachers serve as role models, inspiring curiosity, creativity, and a love for learning in students during their critical early years.

DUTIES AND RESPONSIBILITIES:

- Designs and implements a developmentally appropriate curriculum for all assigned students, consistent with IELDS and district guidelines.
- Plans and develops engaging, play-based, and age-appropriate learning experiences that integrate social-emotional learning, early literacy, numeracy, science, and the arts.
- Prepares materials for lessons, activities, and assessments; evaluates, documents, and communicates student performance and growth.
- Supports students in developing self-help, social, and problem-solving skills.
- Promotes positive behaviors and manages the classroom using proactive strategies.
- Communicates student progress and concerns with parents/guardians regularly with professionalism and tact.
- Builds and maintains strong partnerships with families, encouraging active involvement in their child's learning.
- Enforces safety and security standards for students, staff, and visitors.
- Maintains required paperwork for individual student files, attendance, anecdotal notes, assessments, and other required records.
- Participates in home visits, family conferences, and parent education activities as required.
- Attends faculty meetings, professional development opportunities, and early childhood trainings to stay current with best practices.
- Collaborates with paraprofessionals, specialists, and related service providers to meet individual student needs, including those with IEPs or receiving early intervention services.
- Performs related tasks such as supervising playground/lunchroom and supporting school-wide activities.
- Demonstrates regular on-site attendance and reliability.

REQUIRED SKILLS:

- Strong understanding of child development and early childhood pedagogy.
- Desire and ability to work effectively with pre-school-aged children.
- Ability to design lessons that foster exploration, creativity, and foundational skills through play-based and hands-on approaches.
- Excellent classroom management skills and the ability to maintain a safe, nurturing environment.
- Effective verbal and written communication skills.
- Strong interpersonal skills with the ability to maintain professionalism and empathy in interactions with families.
- Excellent organizational skills and attention to detail.
- Ability to adapt instruction to meet the developmental needs of diverse learners.
- Proficiency with technology for instruction, documentation, and communication.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Early Childhood Education or related field required.
- Illinois Professional Educator License (PEL) with Early Childhood Education endorsement required.
- Bilingual/ESL endorsement preferred but not required.
- Prior experience in early childhood education setting preferred.

PHYSICAL REQUIREMENTS:

- Frequent standing, walking, bending, sitting on the floor, and engaging in physical play with children.
- Prolonged periods working at a desk or computer for documentation and planning.
- Ability to lift up to 25 pounds.

FLSA Status: Exempt

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or position supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

