



Preschool Lead Teacher Job Description

Job Title:	Preschool Lead Teacher
Version Date:	July 18, 2023
Salary Grade:	\$16.68 to \$42.34 Hourly
Category:	Support Staff
Department:	Exceptional Student Services
Work Year:	155 Day, 10 month
FLSA Classification:	Non-Exempt

The overall objective of this position is to support the student in maintaining adequate yearly academic growth.

Essential Function	% TIME
Participate and facilitate multiple instructional strategies as assigned by supervisor	40%
Assist in organizing and maintaining academic materials and lessons for students as mandated by the students individual needs.	10%
Participate in record keeping on individual students as required by their individual education plans and Medicaid requirements.	5%
Disperse medications and perform health related tasks as delegated by the School Nurse and other Supervisors. (Training will occur through the school nurse).	5%
Participate in collaborative educational experiences for students as outlined by the Qualified Preschool Director..	15%
Assist individual students' hygiene, feeding, and transferring needs as deemed appropriate by students' educational needs	15%
Maintains student and staff confidentiality as required by state and federal law.	5%
Perform such other tasks and assumes such other responsibilities as the supervisor assigns.	5%

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required	High School Diploma or GED and Must be Highly Qualified (Highly Qualified is defined as having 48 credit hours from an accredited college or university, having successfully passed the Work Keys Test or Praxis Test for Paraprofessionals OR having an Associates Degree or higher).		
Required	Must have successfully passed the following college level courses: ECE 101 & ECE 103 OR successfully complete Pyramid Plus and Expanding Quality in Infant Toddler Care through Children First.		
Preferred	Associates Degree of post-secondary education coursework.		
Preferred	Prior experience working with children.		

Required	First Aid and CPR card are required: Professional development that meets CDEC licensing regulations.		
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<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching				X		
Grasping			X			
Grip			X			
Handling		X				
Kneeling				X		
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			
Lifting 20 to 50 pounds				X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

<i>Yes/No</i>	<i>Reason for Drivers License</i>
No	

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	1. Entry	Uses basic logic and common sense to arrive at solutions.
Communication Skills	1. Entry	Able to communicate well in straight-forward situations.
Company Knowledge	1. Entry	Understands his/her own job and how the role interacts with his/her team.
Functional Knowledge	1. Entry	Knowledgeable about his/her specific job.
Influence	1. Entry	Gains support for ideas within the team.
Job Impact	1. Entry	Immediate work team.
Leadership Skills	1. Entry	Does not manage employees, but may mentor and/or train subordinates.

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contacts are primarily with direct supervisor and others in group or department to give and receive information.