

Red Wing Public Schools Position Description

Colvill Kids Teacher (School Readiness)

General Information

Department:	Community Education and Recreation
Unit:	Teacher
Immediate Supervisor:	Early Childhood Coordinator
Grade Placement:	15
FLSA Status:	Exempt

Position Summary

The Colvill Kids Teacher is responsible for maintaining and guiding all classroom instruction and environments to support 3-5 year old children in cognitive, physical and social/emotional development. Duties include the development of lesson plans and delivery of district curriculum and lesson plans; evaluating and assessing student progress against instructional outcomes and objectives.

Essential Duties and Responsibilities

1.	<p>Instructs and guides preschoolers (ages 3-5) in age appropriate lessons and activities to develop their emotional, social, motor, self-help, and pre-kindergarten skills:</p> <ul style="list-style-type: none">a) Provides instruction at appropriate levels of difficulty and in accordance with district curriculum guidelines and criteria.b) Assesses student progress and determines the need for additional reinforcement or adjustments to instructional plans/techniques/goals.c) Teaches specific learning objectives.d) Employs teaching techniques, methods and principles of learning to best meet the needs of students and district learning objectives.
2.	<p>Plans and develops instructional plans, lessons, experiments and other support activities to present approved curriculum in accordance with district goals and objectives. Determines needs and abilities of students and determines the methods and techniques that best present and provide instruction to students.</p>
3.	<p>Evaluates student performance against learning objectives.</p> <ul style="list-style-type: none">a) Uses tests to evaluate performance.b) Conducts parent teacher conferences to discuss student progress, problems, strengths, concerns or other issues of the student, family and/or school.c) Monitors and assesses student academic performance and growth by administering both formative and summative assessments through observation.

4.	<p>Organizes, oversees and provides the organization and management of students and the classroom.</p> <ul style="list-style-type: none"> a) Maintains and provides for effective and positive classroom discipline and communicates the expectations of appropriate behavior. b) Employs and implements a classroom structure and consistency to encourage student responsibilities, cooperation and mutual respect consistent with district policies and procedures. c) Maintains classroom supplies, materials and equipment and requests additional purchases/needs to the Early Education Coordinator. d) Provides instructional leadership to other support staff within the classroom. Assigns activities and provides guidance.
5.	Performs various classroom administrative duties such as maintaining site records, attendance system, student files and attendance sheets.
6.	Fosters, develops and encourages the involvement of parents and families in the student's educational and social/emotional progress. Communicates and collaborates with parents through telephone conferences, meetings, websites, email, notes and building events.
7.	Collaborates and works with other professionals, administrators, and support personnel in examining improvement processes and in better meeting the needs of students.
8.	Performs other duties of a comparable level or type, as assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Early Childhood or Elementary Education preferred

Required Work Experience: Completion of an internship, student teaching or related experience

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Educational best practices and teaching principles, practices, techniques and approaches.
- Current child development theories pertaining to learning, instruction and student management.
- Assessment procedures and techniques, test construction and evaluation methods.
- Relevant subject material, concepts, and issues related to assignments.
- Instructional technologies, software, equipment, tools and devices used in delivering instruction, documenting assessments, student progress or other administrative duties.
- District and building policies and procedures.

Essential Skills Required to Perform the Work

- Applying judgment and discretion in handling staff, parent, child and program situations and problems.
- Collaborating, communicating and dealing with families, staff, coordinators, children, and professionals in addressing various problems, issues, concerns or information regarding the instructional services/programs, student issues or progress.
- Planning age appropriate lessons and activities consistent with the major themes and curriculum of the program.
- Leading, instructing, monitoring and transitioning children from one activity to another.
- Establishing and implementing appropriate classroom management procedures.
- Evaluating, observing and monitoring the progress of students.
- Dealing with and informing parents of student progress, needs and related issues
- Organizing and maintaining department/program files and records.
- Developing assessment tools, assessing and evaluating student performance and needs.
- Presentational techniques and communication.
- Presenting complex materials and concepts in an understandable and grade appropriate manner.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact.

Classification History and Approval

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