



SADDLE MOUNTAIN UNIFIED SCHOOL DISTRICT #90

Job Title:	Preschool Lead Teacher	Job Category:	Classified Employee
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Principal/SMUSD COOP Director
Level/Salary Range:	Level IV + Differential	Blood Borne Pathogen Risk:	At Risk
Work Status:	At -Will Employee	Weight Lifting Requirements:	50 lb. Minimum
Work Days:	As assigned by supervisor	Benefits:	Discretionary Leave per Policy Employee Insurance
Work Hours:	As assigned by supervisor	Probationary Period:	30 working days – policy GDF
Fingerprint Requirement:	As required by ARS 15-512 and District Policies		
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
Position Summary:			
The Lead Teacher will be responsible for maintaining a positive and appropriate educational environment, and creating a program that fosters the intellectual and emotional needs of all of our students. The successful candidate will work closely with the SMUSD Director, and/or Principal to ensure our program provides education, physical health, emotional well-being and parental involvement to all enrolled students.			
Position Qualifications and Education Requirements:			
QUALIFICATIONS:			
<ol style="list-style-type: none"> 1. High School Diploma. 2. Must meet the qualifications under lead teachers per AZDHS. (60+ Developmentally training hours, Child Development Associate Credential, or Early Childhood Education college credits). Current CPR and First Aid Certification 3. Must obtain a Tuberculosis baseline test prior to employment 4. Basic computer skills and effective communication skills 			
PREFERRED:			
<ol style="list-style-type: none"> 1. Previous 3+ years lead teacher experience working with preschool students 2. Arizona Driver's License 3. Basic computer knowledge 4. Familiar with Arizona Early Learning Standards 			
Job Description			
Role and Responsibilities			
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.			
ESSENTIAL JOB FUNCTIONS:			
<ol style="list-style-type: none"> 1. Establish and maintain positive rapport with students, employees and community. 2. Assist the high school students in the delivery of classroom management and instructional objectives, implementation of lesson plans and linking all learning domains to Arizona Early Learning Standards. 3. Establish a supportive relationship with students and parents to enhance their educational experience. 4. Create developmentally appropriate lesson plans and all learning materials 5. Attend and assist on field trips during their work day and transporting of students if needed. 6. Work as an active participant in collaborative team model, attend team meetings, in-services and other trainings as requested by teacher or administrative staff. 7. Maintains a high level of ethical and professional standards expected of all personnel 8. Assist SMUSD COOP Director with record keeping, attendance, and compliance with AZDHS rules and regulations 9. Must obtain 18+ hours of continual education annually per AZDHS rules and regulations. 10. Other job-related duties as assigned. 			
OTHER FUNCTIONS:			
This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in anyway the right of supervisors to assign, direct and control the work of employees under their supervision.			
Reviewed By:	Cabinet	Date:	July 2019
Approved By:		Date:	
Last Updated By:	Juanita Villa	Date/Time:	July 18, 2019

