



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Preschool Teacher	Department: Community Education
Immediate Supervisor's Position Title: Educational Supervisor	FLSA Status: Exempt
Job Summary: Under the direction of the Education Supervisor, the Preschool Teacher is responsible for planning, coordinating and providing an educational and social preschool experience for children ages 3-5. The Preschool Teacher plans and provides age appropriate lessons and activities to develop a child's motor, emotional, social and pre-kindergarten skills; coordinates support staff/assistants; and works with parents, specialists, and early childhood special education staff to provide a fun, safe and quality program for students of various needs.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans weekly theme based curriculum to cover areas including fine motor, large motor, sensory, academic readiness, and exploratory play.
- Teaches, guides and instructs preschoolers in age appropriate lessons and activities to develop their emotional, social, motor, self-help, and pre-kindergarten skills. Introduces children to the alphabet, science, math and works with children to develop their listening skills.
- Supervises teacher assistants/aides in the performance of their duties:
 - a) Prepares their yearly evaluations.
 - b) Makes job assignments and provides direction to them in their classroom duties and in preparing the room for kids.
- Communicates with parents and families concerning issues, concerns or problems or to inform families of preschool events. Conducts conferences with parents x2 yearly to discuss and review child progress. Assists in writing monthly newsletters and informing parents of any special events.
- Collaborates and works with other teachers and specialists as to how to best meet the needs of individual students in the classroom. Assists in identifying children that may have special needs, implementing/following IEP's, and attending IEP meetings, as needed.
- Prepares the classroom and materials for daily preschool events and activities.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings.
 - c) Keeps abreast of changing developments and trends related to the field.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's degree
	High school diploma or GED.		Major field of study or degree emphasis: Elementary Education or Early Childhood or other related field.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of the fundamentals of child development, development stages, and concepts pertaining to learning. • Knowledge of concepts and techniques used in preschool curriculum planning and progress evaluation. • Knowledge of pertinent program guidelines, rules, laws or mandated requirements pertaining to the program. • Knowledge of the fundamental of classroom management and supervision.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of six (6) months directly related experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Pre-Kindergarten, Pre-Primary, Early Childhood Education or Early Childhood Family Education license issued by the Minnesota Department of Education is preferred.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
	<ul style="list-style-type: none"> • Applying judgment and discretion in handling staff, parent, child and program situations and problems. • Collaborating, persuading, communicating and dealing with families, staff, coordinators, children, and professionals in addressing various problems, issues, concerns or information regarding the preschool services/programs, student issues or progress. • Planning 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.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Teacher Assistants	Total: 2-3

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	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 and exposure to minor illness.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			