

Preschool Teacher



BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	1	Non-Exempt
NATURE OF WORK			
The preschool teacher is responsible for facilitating an age-appropriate, enriching, stimulating, and safe classroom environment for our early learners.			

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Teaches in a classroom setting focused on the unique needs of our early learning students and is responsible for the delivery of core competencies utilizing Preschool curriculum, development of lesson plans and differentiation of those plans when necessary, including evaluations, observations, and assessment of student learning, and communicating a student's progress with their families regularly, managing the classroom and ensuring appropriate health and safety practices.	Daily- 25%	C4
2.	Execute the program's policies and procedures by anticipating program needs including; selecting, maintaining, and organizing equipment and environment, monitoring staff to child ratios, maintaining accurate records and monitoring program attendance.	Daily - 25%	C4
3.	Create a nurturing and learning environment focused on positive behavior interventions and strategies needed to best support and work with students.	Daily- 25%	C4
4.	Provide mentoring and support for program assistants, maintain attendance at all required meetings, and collaborate with other programs when necessary.	Daily - 25%	C4
5.	Performs other duties of a similar nature or level	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities generally are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for unreviewed actions and/or decision; evaluate progress and results and recommend major changes in procedures. These determinations are guided by advanced training and knowledge in the area of assignment.

DIRECTION RECEIVED

Incumbents apply departmental and organizational policies and procedures to specific situations; may adapt standard procedures as necessary to achieve objectives; and work under general supervision.

DIRECTION PROVIDED

Work under general supervision, and is provided with general program goals and objectives and to develop and coordinate the assigned program. This level has increased individual responsibility to coordinate the processes and programs.

Preschool Teachers

TRAINING AND EXPERIENCE REQUIREMENTS

Incumbents in this class typically require:

- Experience working with preschool aged children in a childcare or education setting
- A valid MN License in Birth-Grade 3 or Early Childhood Education issued from the Minnesota Department of Education is preferred

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Certificate in First Aid and CPR.

KNOWLEDGE REQUIREMENTS

- Understanding of child development - Pre-K
- Student assessment methods;
- Proactive behavior management;
- Behavior management principles and practices;
- Applicable local, state, and federal laws, rules, and regulations;
- Recordkeeping principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Developing, implementing, and evaluating student plans;
- Assessing student progress
- Identifying and utilizing specialized resources;
- Managing behavior;
- Developing assessment and documentation materials;
- Maintaining applicable student records;
- Applying local, state, and federal laws, rules, and regulations;
- Preparing and maintaining records and reports;
- Operating a computer and applicable software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

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 move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
November, 2023	Reviewed by Director of Community Ed and Executive Director of HR

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Preschool Teachers