

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Preschool Instructor	<b>Department:</b> Community Education	<b>Unit:</b> Preschool Instructors
<b>Immediate Supervisor:</b> Early Childhood Program Supervisor	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-Exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Program Supervisor, the Preschool Instructor 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; and works with parents, assistants, support staff and other professional staff to provide a fun, safe and quality program for students of various needs.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> <li>1. Implements curriculum directed at long and short range instructional goals related to all domains.).             <ul style="list-style-type: none"> <li>• Implements, designs and adapts the planning of instruction to meet and follow the curriculum and state standards.</li> <li>• Implements instructional practices by teaching to the objectives and adjusting them to meet individual needs.</li> <li>• Monitors and guides the actions and duties of assistant instructors.</li> </ul> </li> <li>2. Teaches, guides, supervises and instructs preschoolers in age appropriate lessons and activities to develop their emotional, social, motor, self-help, and cognitive skills.             <ul style="list-style-type: none"> <li>• Introduces children to the alphabet, science, math and works with children to develop their listening skills.</li> <li>• Performs classroom management strategies to assure a proper and appropriate classroom environment.</li> <li>• Prepares the classroom and materials for daily preschool events and activities.</li> </ul> </li> <li>3. Implements ongoing assessment processes to assess the progress towards learning goals and objectives and shares progress with families at conferences and at other times.</li> <li>4. Collaborates and works with other teachers and specialists as to how to best meet the needs of individual students in the classroom.             <ul style="list-style-type: none"> <li>• Assists in identifying children that may have special needs.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Attend PLC meetings and collaborates to discuss issues and to identify common goals, strategies, and IEP expectations.</li> <li>• Attends Individual Education Plan meetings to discuss the progress of students.</li> <li>• Communicates with staff about plans, ideas, and goals related to students and the classroom/school.</li> </ul> <ol style="list-style-type: none"> <li>5. Communicates with parents and families concerning issues, concerns or problems or to inform families of preschool events on a daily basis.             <ul style="list-style-type: none"> <li>• Conducts conferences with parents to discuss and review child progress.</li> <li>• Prepares newsletters, participates in parent involvement meetings or other meetings to communicate with parents and keep them informed regarding the program, student needs, progress, or program events.</li> <li>• Plans and creates appropriate materials and instructions for special events.</li> </ul> </li> <li>6. Performs other duties of a comparable level or type, as required.             <ul style="list-style-type: none"> <li>• Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.</li> <li>• Attends training sessions, conferences, seminars, district and departmental meetings.</li> <li>• Keeps abreast of changing developments and trends related to the field.</li> </ul> </li> </ol>
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### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		Bachelor's Degree	
<b>High school diploma or GED.</b>		<b>Major field of study or degree emphasis:</b>	
1 year college	2 years college	Early Childhood Family Education, Education or closely related area.	
3 years college	x	4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level		<ul style="list-style-type: none"> <li>• Knowledge of the fundamentals of child development, development stages, and concepts pertaining to learning.</li> <li>• Knowledge of teaching and learning methodologies that are age appropriate.</li> <li>• Knowledge of concepts and techniques used in preschool curriculum planning and progress evaluation.</li> <li>• Knowledge of pertinent program guidelines, rules, laws early education standards, or mandated requirements pertaining to the program.</li> <li>• Knowledge of the fundamentals of classroom management and supervision.</li> <li>• Knowledge of subject material, concepts and issues related to grade/subject of instruction.</li> <li>• Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety.</li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b>			
Requires 3-6 month student teaching or related experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b>	
		Valid MN driver's license.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b>	
		<ul style="list-style-type: none"> <li>• Applying judgment and discretion in handling staff, parent, child and program situations and problems.</li> <li>• 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.</li> <li>• Planning lessons and activities consistent with the major themes and curriculum of the program.</li> <li>• Observing classroom settings and interpreting observations.</li> <li>• Leading, instructing, monitoring and transitioning children from one activity to another.</li> <li>• Establishing and implementing appropriate behavioral and classroom management procedures.</li> <li>• Evaluating, observing and monitoring the progress of students.</li> <li>• Conducting parent conferences and communicating student progress/needs.</li> <li>• Organizing and maintaining department/program files and records.</li> <li>• Communication skills (e.g. oral, writing and presentational).</li> </ul>	



<b>PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)</b>									
<b>Amount of Time Spent</b>					<b>Amount of Time Spent</b>				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	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**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Work:**  
Exerting up to 50 pounds of force occasionally, up to 25 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b>HAZARDOUS WORKING CONDITIONS</b>	<b>Unusual or hazardous working conditions related to performance of duties:</b> 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 (i.e. biting, hitting, toileting, etc.) and exposure to minor illness.
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**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 5/2016 BCC

