



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee
 Under the direction of the Community Education Director, provides instruction and conducts daily program activities within the framework of the curriculum and resources provided for the preschool program. Attends to students’ social, emotional and wellbeing.

Job Title:	Preschool Teacher	Date:	11-13-17
Job Description: Responsible for day to day activities in preschool program.			

- Supervise and provide for safety, health and emotional development of children while they are in preschool.
- Submit reports and incidents as needed and mandatory reports.
- Keep classroom clean and orderly as well as comfortable, friendly and safe environment for students.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain, continue and improve professional growth. Attend staff meetings, PLC’s and staff development activities.
- Implements, plans, prepare and carry out lesson plans using the OWL curriculum, Everyday Math, Creative Curriculum and other resources.
- Conducts student assessments, implement philosophy of Responsive Classroom, Daily 5, and Nurtured Heart.
- Plans and conduct activities for a balanced program of instruction, demonstration and work time that provides students with opportunity to observe, question and investigate. Adapt teaching methods and instructional materials to meet students varying needs and interests.
- Teach early childhood learning skills such as colors, shapes, number and letter recognition, personal hygiene, social skills as outlined in the curriculum and required by state. Promote physical, mental and social development using arts, crafts, music, storytelling, field trips and classroom visitors.
- Establishes and maintains relationships with parents/guardians and communicates with them via personal contact, phone calls, notes, email and newsletter.
- Conducts conferences 3 times per year (pre-admission, fall and spring). Suggest ways parents and promote learning and development.
- Communicates with parents/guardians about special events (school activities, field trips, grandparent/parent/guardian visit days, guest speakers, graduation, and end of year celebration.
- Enforce all administrative policies and rules governing students.
- Maintain and update student files.
- Be aware of students’ medical history and medical plan in place.
- Demonstrate and model appropriate ethical behavior and maintain confidentiality in school and community.
- Serve as a role model for students and staff in demonstrating a positive attitude, appropriate attire and grooming.
- Observe and evaluate children’s performance, behavior, social development and physical health while monitoring their progress and development.
- Identify children showing signs of emotional, developmental, or health related problems, and discuss them with supervisor, parents/guardians and child development specialist.
- Confer with other staff (support staff, ECSE and Speech teacher) to plan lessons to promote learning.
- Supervise support staff, volunteers and interns from school programs.
- Supervise, evaluate and plan assignments for support staff and volunteers.
- Refer students as needed to ECSE, Early Childhood Screening and or/speech program.
- Meet with other professionals to discuss individual students’ needs and progress, ex IEP meetings and evaluation meetings.
- Plan and attend open house in the fall and spring. Outreach and public relations activities as needed.
- Promote early education and literacy.
- Participate in and enforce procedures for students’ personal safety, ex lockdowns, fire drills and server weather drills.
- Select, store, organize, request, issue and inventory classroom materials, equipment and learning materials.
- Other duties as assigned.

Job Location:	Winsted MN/Waverly MN	Company Industry:	Public School
Job Role:	Teach	Employment Status:	Full-time
Employment Type:	Employee	Manages Others:	Yes
Band-Grade-Sub Grade: State Job Match Points:	C-4-2 185		

Qualifications:			
* Current infant/child/adult 1 st aid and CPR		* Strong interpersonal skills	
* Good organizational skills		* Good Computer skills	
* Positive attitude to encourage students and staff		* Physically able to be involved in activities	
Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	High school or Equivalent, Associate Degree Child Development		
Non-Union			
Approved By: Brad Sellner		Date Approved: 1-30-15	