

Red Wing Public Schools Position Description

Little Wingers Preschool Teacher

General Information

Department:	Community Education and Recreation
Unit:	Non-Classified Personnel
Immediate Supervisor:	Director of Colvill Family Center
Grade Placement:	15
FLSA Status:	Exempt

Position Summary

The Little Wingers preschool program provides a high quality, inclusive, early learning experience for all students. The preschool teacher is responsible for creating and implementing plans for instruction and environments to support 3-5 year old children in their overall development. The ideal candidate will have experience in early childhood education, including development of lesson plans, collaboration with educational teams, delivery of curriculum and use of assessment data to inform instruction.

Essential Duties and Responsibilities

1.	<p>Plans and implements age appropriate lessons and activities that support and nurture all areas of development and learning.</p> <ul style="list-style-type: none">a) Provides instruction at appropriate levels of difficulty, in accordance with adopted early childhood curriculum and Minnesota Early Childhood Indicators of Progress.b) Identifies and selects instructional support materials to enhance learning.c) Employs teaching techniques, methods and principles of learning to best meet the needs of students and district learning objectives.
2.	<p>Evaluates student performance against learning objectives.</p> <ul style="list-style-type: none">a) Prepares and conducts formative and summative assessments.b) Reviews data to identify student needs, providing appropriate interventions and enrichment as indicated.c) Proactively conducts parent teacher conferences to discuss student progress, areas for growth, strengths, concerns or other issues of the student, family and/or school.
3.	<p>Ensures effective classroom management techniques are employed to create a safe, positive and nurturing learning environment focused on student engagement.</p> <ul style="list-style-type: none">a) Maintains and provides for effective and positive classroom discipline and proactively communicates the expectations of appropriate behavior.b) Employs and implements a classroom structure and consistency to encourage student responsibilities, cooperation and mutual respect consistent with district policies and procedures.c) Maintains classroom supplies, materials and equipment and requests additional purchases/needs to the supervisor.

	d) Provides instructional leadership to support staff, parents and volunteers within the classroom. Assigns activities, provides guidance and feedback.
4.	Performs various classroom administrative duties such as maintaining site records, attendance system, student files and attendance sheets.
5.	Fosters, develops and encourages the involvement of parents and families in the student's educational and social-emotional progress. Communicates and collaborates with parents through telephone conferences, meetings, websites, email, notes and building events.
6.	Collaborates with other professionals, administrators, and support personnel to create a cohesive, inclusive educational experience.
7.	Follows and supports regulations, district and school rules, regulations, policies and procedures.
8.	Participates in and implements professional development opportunities. Stays informed of best practices in early childhood and implements practices within the classroom as appropriate.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s) to maintain a successful preschool classroom and program.

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Early Childhood Education

Required Work Experience: Completion of an internship, student teaching or related experience

Licenses / Certifications Required: Licensed as an early childhood teacher in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Educational best practices and teaching principles, practices, techniques and approaches.
- Current child development theories pertaining to learning, instruction and student management.
- Assessment procedures and techniques.
- Relevant subject material, concepts, and issues related to assignments.
- Instructional technologies, software, equipment, tools and devices used in delivering instruction, documenting assessments, student progress or other administrative duties.
- District and building policies and procedures.

Essential Skills Required to Perform the Work

- Applying judgment and discretion in handling staff, parent, child and program situations and problems.
- Collaborating, communicating with families, staff, coordinators, children and professionals in addressing various problems, issues, concerns or information regarding the instructional services/programs, students issues or progress.
- Planning age appropriate 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.
- Communicating student progress, needs and related issues with parents.
- Organizing and maintaining department/program files and records.
- Developing assessment strategies, assessing and evaluating student performance and needs.
- Presentational techniques and communication.
- Presenting complex materials and concepts in an understandable and grade appropriate manner.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

Created (Date Created or Revised): 2/15/2024