

Salem-Keizer Public Schools Job Description

Effective Date 7/15/13	PRE-SCHOOL LEAD WORKER	Index 2.12.30
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PURPOSE

To improve student achievement by planning and implementing developmentally appropriate instruction with preschool age students.

ESSENTIAL FUNCTIONS OF THE JOB – May include, but are not limited to, the following:

Assumes overall responsibility for classroom management and provides supervision to personnel.

Manages activities to ensure that all activities are integrated and meet the needs of all children.

Responsible for the continual assessment, planning, implementation, evaluation, and revision of planning to ensure that the needs of all children are met.

Responsible for developing weekly lesson plans.

Prepares and arranges all necessary educational materials.

Shares information about each child with parent/s and any pertinent staff in order to effectively plan and coordinate appropriate courses of action for individual children and their families.

Responsible for all classroom related data reporting and any reports.

Participates in all in-service training and/or workshops yearly.

Performs any other duties which may be required by the program.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Student Services – Early Childhood Coordinator and school principal. Exercises work coordination for preschool instructional assistant.

MINIMUM QUALIFICATIONS:

Knowledge of:

Child growth and development.

Current strategies and methods of instruction.

Pertinent rules, policies, procedures and regulations affecting program.

Ability to:

Work in a team situation.

Maintain highest level of confidentiality in all matters related to students.

Physically perform job tasks normally associated with the position.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING:

A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of educational experience at least one which includes planning and providing for instruction.

Training:

Post-secondary coursework in child development, early childhood education or a related field.

Special Requirements:

First Aid and Food Handler cards.

Must meet "Highly Qualified" requirements for the NCLB.

WORK ENVIRONMENT:

Climate controlled settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels is moderate to loud with occasional to frequent time periods.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects and lifting and positioning students. Intermittent walking, bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day.

May be required to restrain a student using moderate strength (20-50 pounds push or pull) and MANDT techniques. Always working to deescalate a situation. Constant

moving around a classroom to assist various students. May be required to assist with behavior plans in order to manage and monitor student behavior and safety.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other devices.

Position: Preschool Lead Worker

I am willing and able to perform the duties of this job:

Signature: _____ Date: _____

Print Name: _____