



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Lead Preschool Teacher	<b>Department:</b> Community Education and Communications	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Director of Community Services & Communications	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Exempt

**Job Summary:**

Under the direction of the Director of Community Services & Communications, the Lead Preschool Teacher is responsible for planning, coordinating and providing an educational and social preschool experience for program participants. The Preschool Teacher plans and provides age appropriate lessons and activities to develop a child’s motor, emotional, social and pre-kindergarten skills; coordinates support staff/teaching assistants; and works with parents, specialists and other staff to provide a fun, safe and quality program for students of various needs.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans and develops lesson plans based on Pre-K curriculum to cover areas including fine motor, large motor, sensory, academic readiness, and exploratory play to prepare children academically, emotionally, socially and according to their individual needs.
- Teaches, guides and instructs preschoolers in age appropriate lessons and activities to develop their emotional, social, motor, self-help, and pre-kindergarten skills. Introduces children to the alphabet, science, math and works with children to develop their listening skills.
  - a) Teaches basic skills in a variety of settings including large groups, small groups and 1:1 following daily schedule and curriculum guidelines.
  - b) Takes into account the individual needs of individual children and the class as a whole.
  - c) Modifies daily schedule and settings, as appropriate.
- Oversees classroom management and resources to provide for a proper environment for children.
  - a) Coordinates and assists teaching assistants in the set up of the classroom.
  - b) Coordinates the arrangement and décor of the classroom.
  - c) Arranges for classroom materials, supplies, and/or equipment needed for classroom activities.
  - d) Coordinates the activities of teaching assistants, makes job assignments, and provides direction.
- Communicates with parents and families concerning issues, concerns or problems or to inform families of preschool events. Conducts conferences with parents to discuss and review child progress. Assists in writing monthly newsletters and informing parents of any special events; writes informational flyers to send to parents; responds to questions or concerns via email, phone calls or in face-to-face interactions with parents/guardians. Conducts parent/teacher conferences.
- Creates and implements special events (i.e. family night activities, Turkey Feast, Valentine’s Program, etc.) to provide

parents and children an opportunity to learn and explore together. Assists in developing themes, activities, makes arrangements for food and materials to support the activities.

- Maintains program files and records. Documents student performance and progress through observation, work samples, assessments and other documentation, as required, and provides feedback to parents.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, staff meetings, and pursues professional growth opportunities.
  - b) Keeps abreast of changing developments, trends, and technologies within the field.

**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		Early Childhood Family Education or closely related area.	
	2 years college		
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>• Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.</li> <li>• Knowledge of teaching principles, practices, techniques and approaches.</li> <li>• Knowledge of child development theories and development stages and needs particularly for infant and toddlers.</li> <li>• Knowledge of current trends, theories and technologies pertaining to learning environments and modalities.</li> <li>• Knowledge of concepts and techniques used in preschool curriculum planning and progress evaluation.</li> <li>• Knowledge of the fundamentals of family systems, structures and functions.</li> <li>• Knowledge of subject material, concepts and issues related to preschool instruction.</li> <li>• Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety.</li> <li>• Knowledge of the fundamental of classroom management and supervision.</li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b>			
Requires a minimum of one year directly related work experience.			

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Valid MN driver's license or evidence of equivalent mobility. MN teaching license and licensure in Early Education.
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**INDIRECT SUPERVISION:**

<b>Number of employees indirectly supervised:</b> Teacher Assistants	<b>Total:</b> 2-5
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <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>• Leading, instructing, monitoring and transitioning children from one activity to another.</li> <li>• Establishing and implementing appropriate classroom management procedures.</li> <li>• Evaluating, observing, assessing and monitoring the progress of students.</li> <li>• Maintaining program documentation files and records consistent with program guidelines and requirements.</li> <li>• Dealing with and informing parents of student progress, needs and related issues. Organizing and maintaining department/program files and records.</li> </ul>
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<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks.</p>
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**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		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, and/or up to 25 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.

**SECTION IV: 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**

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**Date**

**Classification History:**

Prepared 5/2015 by BCC; Updated 6/2015

