



St. Helens School District  
St. Helens, OR  
Job Description

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**Job Title:** Lead Preschool Teacher  
**Reports To:** Director of Early Learning

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**JOB SUMMARY**

To work with preschool students aged 3-5 and their families within St Helens Early Learning. To provide a positive role model and demonstrate knowledge in developmentally appropriate practices, lesson planning, and child care.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Plan, implement and supervise the program of activities while directing and teaching high school students how to do this.
  2. Ensure appropriateness of program activities according to age, interests and developmental level of the children while directing and teaching high school students how to do this.
  3. Be authorized, able and available to correct deficiencies that might be an immediate threat to children's health and safety.
  4. Demonstrate appropriate record keeping and documentation skills.
  5. Responsible for a designated group of children.
  6. Communicate effectively with parents.
  7. Monitor child safety at all times.
  8. Follow all procedures and guidelines set up by the center and the school district.
  9. Other duties as assigned.
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**SALARY**

As negotiated in the OSEA agreement.

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**EVALUATION**

In accordance with negotiated OSEA agreement and district policy.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be 18 or older with a high school diploma or GED.
2. Must have a background and/or training in child care, knowledge of child development or early childhood education by meeting one of the education qualification requirements listed below:
3. Bachelor's degree from college or university with a major in Early childhood education, Child Development, Elementary Education or Special Education
4. Associates Degree or meet qualifications according to the Oregon Childcare Administrative Rules
5. Must have at least one year of "qualifying teaching experience" in a certified child care center or comparable group care center with preschool age children (age 3-5 years).  
"Qualifying Teaching Experience" One year of experience is defined as 1500 hours gained with a group of the same age in at least 3 hour blocks, within a 36 month period. There is no time limit on experience as long as it can be documented. The definition of "same age group" is infant and toddlers combined.
6. Willingness to work under the direction of the Director of Early Learning and to work with the Family and Consumer Studies Child Development teacher, the Kindergarten Teachers and the Elementary Principals.
7. Record keeping and housekeeping skills.
8. Willingness to learn new job related skills.
9. Have competence, sound judgment and self-control when working with children, students and adults.
10. Be mentally, physically and emotionally capable of performing assigned duties related to child care.
11. Maintain a First Aid, Infant CPR, Food Handler's card and be enrolled in the Criminal History Registry.
12. Must be willing to complete 2 hours of training in Child Abuse and Neglect issues.

13. Willingness to participate in at least 24 clock hours of training or education related to child care yearly as outlined in the state certification guidelines. 8 of which must be related to Child Development.
14. Must be willing to complete annual training required by the School District.
15. Ability to follow oral and written instructions.
16. Ability to locate materials for instruction.
17. Basic understanding of math and language skills
18. Must be a step 8 in the Oregon Registry Online (ORO) and enrolled in Central Background Registry (CBR)

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### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical requirements which may include:

1. In an eight-hour day the employee may:
2. Stand/sit/walk 1 – 8 hours
3. Bend, kneel, squat, twist 1 – 4 hours
4. Employee may need to occasionally:
5. Push and pull or both
6. Lift up to a 50 pounds
7. Listen to loud noises

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## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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3. Stand/sit/walk 1 – 8 hours
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## OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2/3/2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_