

Job Description

Position Title	School Readiness Teacher with Early Childhood Family Education (Preschool)		
Building	Lincoln Junior High School	Department	Early Childhood Special Education/ Early Childhood Family Education
Hours	Salaried	Supervisor	Building Principal, Early Childhood Family Education Coordinator, or Appropriate Supervisor
Band and Grade	C-43	Tools and Equipment	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

Primary Function	Under the direction of the building principal, ECFE coordinator, or appropriate supervisor, teaches preschool-aged children at school and teaches ECFE classes. Works with ECSE staff with both typical and special needs children.
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Essential Duties	
1	Teaches classes as assigned and tends to children while they are at school, incorporating learning in instruction and activity.
2	Prepares weekly lesson plans that include activities that fit into a schedule for each day, including things that fall into the Preschool Key Experiences.
3	Preps paraprofessionals in regards to what will be done in the classroom that day.
4	Collects data for work sampling.
5	Teaches and tends to children while they are at school, incorporating learning in with activity.
6	Meets and discusses with parents in person, via email, phone, and specifically twice a year during conferences to discuss their children's needs and learning.
7	Teaches/co-teaches approximately six ECFE events per year.
8	Teaches ECFE learning center classes in the evening, one night a week for nine weeks, during both fall and spring sessions.
9	Works with the ECSE staff to run an integrated classroom with both typical and special needs students.
10	Designs and implements appropriate educational and/or behavioral programs for students to meet specific needs of the students.
11	Responsible for communicating with the building's/program's supervising administrator.
12	Responsible for maintaining high ethical standards and a cooperative attitude in dispensing the duties of the position.
13	Responsible for implementing school district policies and building/program procedures and guidelines.
14	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Bachelor's Degree in Education with appropriate licensure from the Minnesota Department of Education.
Knowledge Required	• Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs. • Knowledge of learning theory and approaches. • Knowledge of assessment procedures and techniques, test construction and evaluation methods. • Ability to establish and maintain effective working relationships with students, parents, school staff, and administrators. • Ability to handle a variety of assignments or problems independently. • Ability to apply a variety of procedures, policies, and/or precedents. • Ability to read, summarize, and/or compare data. • Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, and administrators. • Ability to write clearly and concisely.
Skills Required	• Skill in planning and developing lesson plans consistent with approved curriculum. • Skill in presenting complex materials and concepts in an understandable and level appropriate manner. • Skill in assessing and evaluating student performance and needs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
Physical Activities/ Requirements	Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.