

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: LEAD PRESCHOOL INSTRUCTOR

Position Type: Non-Exempt	Supervises: Students
Salary Schedule: TBD	Reports to: School Principal
Term of Employment: School Year	Approved by: Human Resources
FTE: 1.0	Date: 06/07/2016

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To create a flexible preschool program and a class environment favorable to learning and personal growth; to establish effective rapport with children; to motivate children to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each child's ability; to establish good relationships with parents and other staff members.

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.

ESSENTIAL FUNCTIONS:

- Plans and supervises preschool program;
- Meets regularly with other preschool personnel to develop weekly plans and activities;
- Creates the weekly schedule for all preschool personnel and tracks attendance as well as timesheets in accordance to WUSD Human Resource department requirements;
- Promotes a classroom atmosphere which ensures the emotional and physical safety and well being of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility;
- Implements classroom management techniques to maintain organization, orderliness, student safety and a productive learning environment;
- Collaborates with an interdisciplinary team to fully implement an IEP for children with special needs;
- Promotes use of positive reinforcement to maximize desired behavior and educational outcomes;
- Establishes a positive relationship with each child's family and communicates regularly with parents/ guardians;
- Maintains records on each child including their health, progress and development;
- Manages the financial requirements of billing for preschool services;
- Creates a well-organized, attractive, safe and orderly classroom environment that is within state compliance requirements;
- Keeps abreast of current research and requirements in the field of Early Childhood Education;
- Other duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Minimum 18 years of age or older;
- High school diploma or equivalent;
- Associates or Bachelor Degree, Paraprofessional Certificate, or at least 60 college credit hours;
- Pass a fingerprint clearance and background check and maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- One year related experience or training in childcare;
- Previous experience in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

JOB TITLE: Lead Preschool Instructor

- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

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