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POSITION TITLE: **LEAD PRESCHOOL TEACHER - LEVEL I & II**

July 2023

REPORTS TO: Assigned Manager

SUPERVISES: Assigned Staff & Volunteers

STATUS: Exempt

**SUMMARY:**

Oversees the daily operation of a preschool classroom. Plans, coordinates and implements educational plans for preschool children including the integration of trauma invested practices that support social-emotional learning and self-regulation in the classroom. Works with families to facilitate growth in their knowledge of child development, parenting techniques and how to meet their child's emotional and educational needs. Provides supervision, technical assistance, support, training, mentoring and guidance to other teachers, staff and volunteers and provides input into the development of systems and programs.

**GENERAL RESPONSIBILITIES:**

- \* Responsible for the supervision of educational preschool classes, including planning and conducting classes; meets compliance with all classroom objectives outlined by program standards; oversees the collection and organization of appropriate materials; assures that physical environment meets developmentally appropriate standards for three and four-year-old children; develops daily lesson plans based on research based curricula, which meets developmentally appropriate educational opportunities in all areas.
- \* Is able to apply trauma invested practices that support social-emotional learning and self-regulation in the classroom.
- \* May supervise, manage, and monitor work of assigned staff to promote smooth operations in the classroom; guide and train volunteers, provide for the ongoing guidance and training of staff, including preparing them for future promotion opportunities; responsible for the immediate discipline of subordinate employees, with support from their assigned supervisor.
- \* Contributes to team staffings and multi-disciplinary team meetings; attends parent events; monitors and documents any changes or developments in regard to children and families.
- \* Communicates with families through a variety of formats, including written, verbal, & approved communication platforms.
- \* Plans, organizes, and conducts Parent Teacher Conferences with families, and Home Visits, when applicable, following the program guidelines and curriculum; facilitates and assists parents in setting child goals and provides parents with materials that support the development and learning of their child; may provide crisis intervention as necessary,

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with support from program specialists, managers, and the assigned Family Services Advocate, when applicable.

- \* Monitors systems and records required to evaluate and document assigned services; manages files, tracking sheets and reports; oversees the preparation of reports and correspondence as required.
- \* Will document, organize, and enter child and program data, using a variety of data base systems.
- \* Conducts developmental screening and assessment of children; is responsible for the development and monitoring of individual child plans for each child with technical assistance, as needed, from their supervisor including IEPs for children qualifying for special services through the public school system; and responsible for tracking, analyzing and demonstrating progress on individual child and classroom educational outcomes.
- \* Contributes to the recruitment of families and volunteers and the promotion of the Northeast Washington Early Childhood Program in the community.
- \* Works with the public schools, various social services agencies, and the business community.
- \* Has initial accountability to resolve problems or emergencies affecting the quality of program services.
- \* Responsible for classroom maintenance, including sweeping and vacuuming, to assure classroom meets safety and health standards. Responsible for building and grounds maintenance, as assigned.
- \* Is involved in program committees and work groups to provide input and assist in developing education, special services, supervisory or home visiting systems or programs.
- \* Depending on program requirements, may be expected to conduct Parent Teacher Conferences and/or Home Visits on evenings and weekends if needed.
- \* Responsible for generating, collecting and documenting donations and/or Inkind for the program.
- \* Attend staff trainings and meetings as required.
- \* Performs other related duties as required.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge of the developmental and educational requirements of preschool-age children, to include developmentally appropriate practices, group management, behavior management, current theories of early childhood development and theories of special education for preschoolers.
- Knowledge of adult learning theory.
- Knowledge of social service delivery principles and practices.
- Knowledge of program policies and procedures and federal, state and local regulations governing the program.
- Solid knowledge of modern principles and practices of management and supervision.
- Ability to establish professional relationships with co-workers in a team environment and remain calm during moments of high stress.
- Ability to establish and maintain effective relationships with children, families, and the community.
- Ability to analyze and evaluate child needs using a research based assessment tool, and develop and implement goals and action plans to respond to needs.
- Highly skilled in oral and written communications, including writing professional reports, completing all program documentation and other correspondence.
- Ability to supervise and monitor staff and/or volunteers in an organized and effective manner including promoting growth of staff which readies them for promotion within the program.
- Ability to independently make sound decisions affecting classroom operations, both long range and immediate.
- Ability to type a minimum of 40 wpm.
- Demonstrated ability to work in Microsoft Suites and various database programs.

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**REQUIRED EDUCATION AND EXPERIENCE:****Lead Teacher Level I:**

High school diploma or GED.

**and**

One of the following educational certificates or degrees:

- An Associate degree in Early Childhood Education; **or**
- An Associate degree in a related field to Early Childhood Education and coursework equivalent to a major relating to ECE;

**or**

- A Professional Development Plan to meet one of the above educational requirements completed within the required time frame.

**and**

At least one year experience working with children in an educational preschool. One year experience working with adults in an educational or social service capacity. Experience as a supervisor preferred.

**Lead Teacher Level II**

A Baccalaureate, or advanced degree in Early Childhood Education;

**or**

A Baccalaureate or advanced degree in a related field to Early Childhood Education, and coursework equivalent to a major relating to Early Childhood Education.

**and**

Two years experience working with children in an educational preschool. Two years experience working with adults in an educational or social service capacity. Experience as a supervisor preferred.

**REQUIRED CERTIFICATIONS AND LICENSES:**

- Valid driver's license in state of residence.
- Access to reliable transportation.
- Auto insurance in the amount required by the State of Washington.
- Physical examination within three weeks of employment.
- First Aid & Infant/Child CPR card within 45 calendar days of employment.
- Food Worker's Card or acquire within 30 calendar days of employment.
- Completion of a criminal history check.

**ADDITIONAL REQUIREMENTS**

- TB test and proof of test results to employer prior to the start of employment. New employees do not need a TB skin test if they have written proof of one of the following:
  - A negative Mantoux TB test in the 12 months prior to hire, or

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- A previously positive Mantoux TB test with documented proof of treatment; or
- A recent negative chest x-ray and a statement from a health care provider that the employee does not pose a risk to others; or
- Medication therapy to treat TB
- Documentation of Measles, Mumps, and Rubella (MMR) immunization:
  - An immunization record indicating that you have received at least one dose of MMR vaccination (Immunization record card is acceptable only with doctor's signature/initials or stamp). **Or**
  - Lab evidence of immunity to measles disease (also known as a blood test or titer). **Or**
  - Documentation from a health care provider that the person has had measles disease sufficient to provide immunity against measles. **Or**
  - Written certification signed by a health care practitioner, licensed in Washington State— a medical doctor (MD), naturopathic doctor (ND), osteopathic doctor (DO), advanced registered nurse practitioner (ARNP) or a physician's assistant (PA)—that the Measles, Mumps, & Rubella vaccine is, in the practitioner's judgment, not advisable for you.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand for long periods of time; sit, including on the floor and small furniture; talk, hear, and use hands and fingers for fine manipulation and to operate a computer and telephone, and keyboard reach; and reach with hands and arms.
- The employee is frequently required to stoop, kneel, squat, crouch or crawl.
- Specific vision abilities required by this job include close (due to computer work), distance and peripheral vision, depth perception, ability to adjust focus and the ability to observe the safety of the classroom.
- Light to moderate lifting is required. Ability to lift up to 45 pounds.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. classroom noise, children talking, yelling).
- Ability to work in a confined area.
- May be required to have the ability to sit at a computer terminal for an extended period.
- The employee is occasionally exposed to wet, snowy or hot outdoor weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- \* ***Denotes Essential Functions***