

Anoka Hennepin Independent School District #11

Position Standard

Preschool Instructor

Anoka-Hennepin Schools Preschool is an early childhood program for children ages three to kindergarten. The program is to prepare children for kindergarten by providing planned learning experiences in a classroom setting with the emphasis on the emerging development of social and academic skills. Preschool Instructors are responsible for child learning and development in alignment with selected objectives. The program runs September through May with classrooms located throughout the school district.

Essential Functions:

- Complete daily and weekly lesson plans; setup classroom and materials to support student learning in alignment with program objectives and using designed curriculum.
- Prepare, organize, and maintain the classroom and learning materials.
- Communicate with parents, conduct parent/teacher conferences, prepare and distribute monthly newsletters, inform parents about classroom activities, plans and child progress.
- Perform child assessments and observations to document child learning and progress.
- Participate in program or district staff meetings, professional development, staff evaluation process, PLCs, IEP and/or ECSE team planning meetings, and other training or meetings as assigned.
- Maintain child records and confidentiality.
- Provide work direction to the classroom Assistant Instructor.
- Preschool Instructors located at the high schools also provide a lab experience for the high school students in Child Development or Child-Related Occupations courses.
 - Work with and direct high school students in planning activities for the preschool children as part of their courses.
 - Provide assessment of the high school students' work to the high school teacher for inclusion in the students' overall course grade.
- Perform other duties as assigned.

Minimum Qualifications (for all Preschool Instructors):

- Bachelor's degree in Early Childhood or closely related field. (Teaching license in Early Childhood, Kindergarten or Elementary Education preferred.)
- Ability to work with children ages 3-5 and their parents.
- Lesson planning and classroom management skills.
- Ability to work effectively in a team environment.
- Ability to work with children with disabilities in an inclusive classroom.
- Good communications and interpersonal skills.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 35 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Preferred Qualifications (for all Preschool Instructors):

- Teaching license in Early Childhood, Kindergarten or Elementary Education preferred.
- Experience teaching in a high quality early childhood program preferred. Experience using curriculum and assessment materials preferred.

Physical Factors (for all Preschool Instructors) include:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.