

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE:	Substitute - Small Wonders Preschool Instructor	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Small Wonders Preschool at CLEC	POSITION CLASSIFICATION: Casual
TITLE OF IMMEDIATE SUPERVISOR:	Small Wonders Coordinator & Small Wonders Supervisor	BARGAINING UNIT: None

POSITION SUMMARY: The purpose of this position is to carry out the plans and implement a program of instruction previously planned by the lead teacher that adheres to the school's philosophy, goals and objectives. The substitute preschool teacher must understand and promote education and early childhood development as defined in Small Wonders Policies and Procedures, Minnesota's Early Childhood indicators of progress, and Minnesota Parent Aware Standards. In the lead teacher's absence, the substitute is responsible for instructing students as appropriate to the needs of the children enrolled in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Maintain a cooperative attitude of working together with the assistant, volunteers, parents, and other program specialists in implementing activities
2. In the lead teacher's absence, maintain a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children
3. Responsible for implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled
4. In the lead teacher's absence, carry out lesson plans that demonstrate alignment with developmental objectives, broad coverage of all content areas, and accommodation for individual interests and needs
5. Ability to work independently, exercise mature judgment and manage children's behavior in a positive manner
6. Responsible for knowledge of first aid procedures and location of first aid items, emergency procedures and evacuation plans in case of an emergency (as posted in the classroom)
7. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws
8. Ability and willingness to seek out assistance as needed, assuring for smooth classroom operation in the absence of the lead teacher

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Supervise students in the lunchroom or at recess as needed.
2. Provide breaks for other staff as needed according to the schedule.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. Bachelor's degree in Early Childhood Education, Elementary Education or a related field is recommended.
2. Strong working knowledge of NAEYC guidelines and regulations as well as Minnesota's Early childhood indicators of progress.
3. Able to work with small and large groups, one-on-one, and in multiple school settings.
4. Skilled in use of various computer programs (word processing, email) and with technology used by students (iPads, computers).
5. Willingness to accept direction from supervising teacher(s) and administrators.
6. Ability to move quickly from sitting to standing and to follow students at a fast pace, when needed.
7. Strong communication skills with students and adults.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands & arms			X	
Climb or balance		X		
Stoop/kneel/crouch/crawl			x	
Talk or hear				X
Taste or smell		X		
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

DATE: **2/27/25**