

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Wonder Zone Instructor</b>	<b>LOCATOR: (Office Use Only)</b>
<b>DEPARTMENT/BUILDING:</b>	<b>Wonder Zone at Crystal Lake Education Center</b>	<b>POSITION CLASSIFICATION:</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>ESS Coordinator ESS Manager</b>	<b>BARGAINING UNIT:   Lakeville Non-Licensed Instructors</b>
<b>POSITION SUMMARY: This is a teaching position that assists in the development, implementation and evaluation of early childhood care and enrichment activities, programs and services to children three to six years of age in a safe and enriching environment.</b>		

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Communicates the Wonder Zone program mission and vision, as well as implements goals and objectives that are supportive of the department and district missions, visions and strategic plans.
2. Develops and implements age-appropriate theme based curriculum that aligns with the Minnesota Early Childhood Indicators of Progress.
3. Delivers a high standard of customer service including serving as the primary contact for program specific needs, problem solving, conflict resolution and making accommodations for all participants.
4. Works directly with large and small groups of children in planned activities throughout a variety of settings, such as: classroom, cafeteria, gym, playground and while on field trips.
5. Manages day to day onsite operations including the monitoring and ordering of classroom supplies.
6. Supervises Wonder Zone Assistants and Special Education Paraprofessionals.
7. Communicates with parents / guardians on a daily basis to ensure child success.
8. Assists with and executes program specific assessments, evaluations and surveys with participants, parents and staff.
9. Develops and implements age-appropriate, hands on learning experiences using a variety of technology tools.
10. Adapts curriculum to meet individual needs of students in the program.
11. Collaborates with school and district personnel.
12. Maintains district documentation and records for each child.
13. Contributes to department and district committees as well as represents program at student and parent meetings.

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### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

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1. Open to occasional adjustments in work schedule.
2. Assists Wonder Zone Coordinators and Manager in maintaining program records.

3. Performs duties with awareness of all district requirements and procedures, Board of Education policies, as well as government laws, rules and regulations.
4. Performs other duties as assigned by the Wonder Zone Coordinators and Manager.

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

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1. B.A. or B.S. Degree in Early Childhood Education preferred. Must have 2 year Early Childhood degree / Early Childhood experience.
2. Current CPR and First Aid Certification.
3. Good verbal, written and interpersonal communication skills.
4. Able to work in settings of high volume.
5. Able to work outdoors in various kinds of weather.
6. Skilled in use of computer.

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

**DATE: 8-25-16**