

**Fowler Public Schools**  
**Preschool Program – Lead Teacher**

**REPORTS TO :** Waldron Elementary/Middle School Principal

**DAYS/HOURS:** For the 22-23 school year: 18.75 hours per week, Monday, Wednesday and Thursday, September through May.

**SALARY & BENEFITS:** Wage: \$27.00 per hour, sick and personal time, paid snow days

**AFFILIATION:** None

**START DATE:** ASAP

**ESSENTIAL DUTIES:**

- Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturates
- Develops in each pupil an awareness of their worth as an individual and their role in their family and community. Encourages pupils to express themselves creatively in art, music, and dramatic play
- Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills
- Creates an effective environment for leaning through functional and attractive displays, interest centers, and exhibits of pupils' work
- Provides individual and small group instruction designed to meet individual needs of pupils in communication skills, health habits, physical skills, and development of self-concepts
- Maintain classroom equipment, work areas, student files/records (e.g. instructional materials, cleaning work areas/playground, etc.) for the purpose of ensuring availability of items, providing reliable information, and/or ensuring a safe and sanitary environment
- Develop and maintain an appropriate relationship with parents and inform them of the student's progress
- Cooperate and seeks assistance from other professional staff members
- Provide supervision and direction to teacher aide. Organize and plan activities for teacher aide
- Participate in extra-curricular activities that are a part of the total educational experience for all children
- Assist with the collection, maintenance, and organization of all licensed required paperwork

**Qualifications:**

**EDUCATION:** *Must meet one (1) of the qualifications:*

- BA degree or higher in child related field.
- Associate degree in a child related field
- Montessori credential with 480 hours of experience
- Valid child development associate with 480 hours of experience
- High School diploma or GED with 12 semester hours and 960 hours of experience
- High School diploma or GED with 12 semester hours, 18 CEU's or a combination to equal 180 clock hours with 1,920 hours of experience
- High School diploma with 6 semester hours 9 CEU's or a combination to equal 90 clock hours with 3,840 hours of experience

**EXPERIENCE:**

- Preferred one-year experience with pre-school aged students

**SKILLS/OTHER:**

- Ability to establish and maintain effective working relationships with students, staff and parents.
- Excellent oral and written skills.
- Demonstrated organizational skills.
- Ability to apply knowledge of current research and theory to instructional program and ability to implement lessons based on school objectives and needs and abilities of students to whom assigned.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand, walk, climb, balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on a swing or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is occasionally loud and is a standard acceptable level for this environment. The employee is directly responsible for the safety, wellbeing and work out-put of students.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned*

**Apply In Writing To:**

Mr. Paul Minns, Principal  
pminns@fowerschools.net

or at the physical address of:

Fowler Public Schools  
11214 W. Kent Street  
Fowler, MI 48835