

**Edina Public Schools
Job Description**

Early Learning Center Preschool Teacher

Reports to: Early Education Coordinator

Purpose: The Preschool Teacher is responsible for planning, creating and implementing developmentally appropriate learning activities for children.

Essential Duties and Responsibilities:

- Plans and implements structured play activities for children.
- Communicates and informs parents of developmental milestones.
- Observes, collects data and assesses each child's progress and conferences with parents.
- Selects, creates and implements curriculum for the various age groups.
- Designs and implements the overall structure of the class including plans for room management and guidance of children.
- Arranges a safe and appealing environment in which to learn.
- Provides guidance and leads teaching assistants in setting up the room for activities, monitoring play and learning activities.
- Provides professional expertise and assistance to individuals, district employees and community concerning areas of expertise/knowledge.
- Attends training sessions, conferences, seminars, district and departmental meetings as required.
- Remains aware of changing developments and trends related to the field.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree
- Valid Minnesota teaching license in the area of Pre-Kindergarten, Pre-Primary, or Early Childhood Education

Preferred Qualifications:

- Knowledge of child development theories and development stages and needs, birth – 5 years old.
- Knowledge of screening, assessment and development tools.
- Knowledge of the fundamentals of family systems, structure and functions and parenting issues.

Additional Information:

- Must be willing and able to work in the following conditions: busy, noisy, with consistent interruptions.
- Ability to perform the following actions continuously: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 25 pounds, reaching, stooping, walking, standing, bending, and crouching.

