



Position Title: Tosa Tots 3K Program Lead Teacher

Department/Location: Recreation Department/Tosa Tots site

Job Classification: Part time

Reports to: Program Coordinator - Recreation

Supervises: N.A.

Position Summary: The Tosa Tots 3K Lead Teacher works in partnership with the Early Childhood Special Education Teacher to deliver quality instruction to Tosa Tots participants.

Qualifications:

- Early Childhood Education (ECE) or certification as teacher through the Department of Public Instruction
- Minimum one year experience as a preschool teacher (preferred)
- Ability to maintain high level of confidentiality
- Ability to work with diverse groups of adults and children
- Excellent organizational skills
- High level of maturity
- Strong degree of self-direction and motivation
- Ability to work effectively in a team environment
- Ability to use tact and diplomacy in dealing with others
- Ability to maintain records and reports in an organized and orderly manner
- Knowledge of effective teaching practices
- Ability to design lessons that meet the educational needs of all students
- Understands intellectual, social, emotional, and physical development of the age group of students

Essential Job Functions:

- Works collaboratively with special education teacher in planning daily lessons
- Supports an inclusive educational environment for all students
- Establishes and maintains effective routines and procedures
- Communicates clearly and checks for understanding
- Creates and maintains a safe physical setting
- Builds positive and professional relationships with parents/guardians through frequent communication concerning students' progress
- Works in a collaborative manner with administrators, other school personnel, and the community to promote continuous improvement
- Complies with the following requirement: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District
- Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Ability to complete job activities in an environment where background noise and frequent interruptions are the norm
- Ability to maintain concentration and focus on tasks requiring timeliness and accuracy

Physical Requirements:

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.
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By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed