

Position: Preschool Lead Teacher- 3-year-old classroom

Reports to: Program Supervisor

Pay range/status: \$20.06-\$27.06/hr. (full-time; non-exempt)

Shift details: 32-40 hours/week; Shift: Mon-Thurs: 7:15 a.m. -4:30 p.m.; Friday: 8 a.m. to 1 p.m. (Friday hours may vary depending on programmatic need)

Opening date: October 15, 2026

Closing date: Open till filled. First round of applicant reviews on October 29, 2026

General statement of duties: Plans and implements preschool instruction for district preschool classroom. Performs related work as required.

Distinguishing features of this classification: An employee in this classification is responsible for the day-to-day operations of a preschool classroom. The lead teacher holds responsibility for the safety of all participants and program staff in classroom. Work is performed under the supervision of the program supervisor, who reviews work primarily based on results attained, feedback from participants/parents, and direct observation. Supervision is not normally a responsibility of a position in this classification. However, as the lead worker in the program, this position is responsible for overseeing, guiding and mentoring the work of designated staff and volunteers working in classroom.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

- Monitor child safety with various measures including attendance taking and frequent head counts. Ensure the safety of all participants and program staff at the site.
- Ensure classrooms are set up for the day and that necessary cleanup is completed.
- Provide recommendations and assistance on curriculum development, monthly supply requests, and program events to preschool site coordinator.
- Act as a lead worker within preschool classroom including assigning tasks, provide programs specific trainings as assigned, and provide input for performance evaluations.
- Maintain and submit all appropriate records including daily logs, incident reports and attendance sheets.
- Foster a collaborative and positive team culture that supports staff growth and effective communication.
- Ensure program staff comply with program procedures and district policies. Communicate concerns with preschool site coordinator and/or program supervisor.
- Handle child disciplinary matters, including implementing and monitoring age-appropriate behavior programs, and working with preschool site coordinator to create individualized behavior management plans as assigned.
- Respond to a variety of questions, concerns, and/or complaints from participants, school staff, parents, and the general public; keeps parents informed regarding child's progress including achievements and challenges. Keeps preschool site coordinator and/or supervisor informed and updated on all relevant matters.
- Attend all department and district-wide staff meetings and trainings.
- Administer first aid/CPR and respond to emergencies as required.
- Provide excellent internal and external customer service through professional communication. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Provide input on monthly newsletter. Maintain classroom parent bulletin board.



JOB DESCRIPTION

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- Act as a mandatory reporter and report suspected cases of abuse and neglect to the appropriate authorities and direct supervisor.
- Perform other job-related duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge: Knowledge of behavior management systems; planning and implementing a preschool classroom; customer service; recording keeping.

Skills: The administration of basic first aid and CPR; leading activities for children. Familiarity with basic computer operations and software including Microsoft Suite.

Abilities: Effective written and verbal communication; work successfully with children, parents, teachers, school administrators, and staff; work independently; act calmly and effectively in emergency situations; deal effectively with behavioral problems of children; assign and review the work of others; maintain records and prepare accurate reports.

Physical requirements of the position: The employee will frequently be required to stand and be mobile for over 70% of the work period. While performing the duties of this position the employee will frequently be required to crouch or kneel and seldom be required to bend and twist. Physical exertion and coordination are occasionally required to lift materials up to 30 pounds such as activity materials, snack foods, furniture etc. The position requires the use of arms, wrists, and hands, including manual dexterity and coordination, for most of the work period. The employee is occasionally required to use a step stool and reach above the head and shoulder. In performing the essential duties of this position, the employee will spend over 70% of the work period indoors and the remainder outdoors, thus exposure to heat in summer is possible. Exposure to loud noise is low, and never requires ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Experience and training: High school diploma or equivalent, **and** two years of experience in a preschool setting or in an ongoing group setting such as a classroom, day care center, or recreation center, including experience with on-site organizational responsibilities; **or** any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties. Level five or higher on ORO preferred.

Necessary special requirements: Possession of or ability to obtain current first aid and CPR certificates within 30 days of hire; possession of or ability to obtain an Oregon Food Handler Permit within 30 days of hire; ability to pass a criminal background check.

Sisters Park & Recreation District is an equal opportunity employer.

Updated 10/15/2026