



OKANOGAN SCHOOL DISTRICT #105
Celebrating the Past, Embracing the Present, Shaping the Future

Bitty Bulldog Preschool Lead Teacher Job Description

Required Expectations

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs.
- Utilize developmentally appropriate practice and best practices methods at all times.
- Be a positive role model for all caregiving staff and children.
- Physically able to lift 40 pounds, bend, stoop, sit on the floor, climb stairs, and reach overhead.

Required Qualifications

- High School Diploma or GED
- WA State Driver's License
- AA Degree or two years of college credit
- or successful completion of State Paraeducator Test
- Proof of Vaccination or Submission of Accommodation Request
- Successful interview

Responsibilities and Duties

- Provide lesson plans on a weekly basis. Lesson plans must align with IEP goals and objectives when students with disabilities are being served.
- Attend IEP meetings at the IEP case manager's request.
- Engage children in activities and play that stimulates their development
- Appropriately supervise children while keeping them safe at all times.
- Approach parents daily, if necessary, and speak with them about their child(ren).
- Establish a professional level of rapport with each family.
- Creating and maintaining an environment that is clean, organized, and safe for all children.
- Assist any paraeducator in the classroom and ensure they are following program policy and expectations.
- Supervises and monitors student movement and escorts students to bathrooms, buses, cafeteria, room changes, and other activities in the building.
- Assists students when necessary with toileting, diaper changes, general hygiene.

Debby Sharp
Business Manager

Ashley Goetz, Superintendent
P.O Box 592
115 Rose St., Okanogan, WA 98840
509-422-3629, FAX: 509-422-1525
www.oksd.wednet.edu

Brenda Stevens
HR/Payroll Manager

Brandy Wilson
Secretary to the Superintendent

Eve Roberts
Accounts Payable Manager