

THE LIGHTHOUSE SCHOOL  
JOB DESCRIPTION

<b>Position:</b>	PRE-K COORDINATOR / FACILITATOR & TEACHER
<b>Supervised by:</b>	The Director
<b>Representation:</b>	None (non-union position)
<b>Position Type:</b>	Confidential Management

**JOB CHARACTERISTICS:**

Pre-K Coordinator & Facilitator will be responsible for creating a Waldorf inspired program for prekindergarten aged students to begin their academic development. This position will oversee and manage the Pre-K educational program that introduces The Lighthouse School's current curriculum. They will be expected to create a flexible program and class environment which encourages both academic and personal growth.

Pre-K Coordinator & Facilitator should demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds. Plan, organize and implement an appropriate instructional program in a Pre-K learning environment, utilizing Oregon State Standards, and other educational methods determined by the school. Under the supervision of the Director, the coordinator/facilitator will be the Main Lesson Teacher for the Pre-K program and is responsible for the education of assigned students.

**ESSENTIAL FUNCTIONS:** may include but are not limited to the following:

**Instruction:** Develop academic lesson plans and assessments that are in accordance with established procedures set forth in the Kindergarten Ready expectations of ODE

1. Develop an academic program that helps students to develop not just mentally, but physically and emotionally.
2. Establish and communicate clear objectives for all activities.
3. Provide a variety of learning materials and resources for use in educational activities.
4. Provide direct and indirect instruction when needed.
5. Instruct and monitor students in the use of learning materials and equipment.
6. Utilize relevant technology and other technological support equipment in student instruction.
7. Provide an inviting, exciting, innovative learning environment.

**Communication:** Ability to communicate effectively both orally and in writing.

1. Communicate necessary information regularly to students and parents regarding student progress and student needs.
2. Implement a program that details academic goals, activities, events, and expectations.
3. Ability to communicate with vendors and represent the school in a professional manner at all times.

**Classroom Management:** Engage in effective and appropriate classroom management.

1. Manage student behavior in common areas, by enforcing school rules and procedures, using teachable moments rather than disciplinary action.
2. Maintain discipline in accordance with the rules and systems of the school.

**Student Evaluation:** Observe, Evaluate, and report on student performance, progress and development.

1. Evaluate student's progress and provide appropriate feedback.
2. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
3. Maintain accurate and complete records of students' progress and development.
4. Update all necessary records accurately and completely as required.

**Professional Expectations:** Coordinate Pre-K program functions including but not limited to;

1. Assist in the solicitation of enrollment
2. Assist in the coordination of bussing
3. Assist in the coordination of food services
4. Assist in finding and developing program funds to keep the program sustainable
5. Assist in the hiring and interview process of any additional help that may be needed to facilitate the program
6. Supervise and oversee additional staff hired (if any) to help facilitate program.
7. Promptly return phone calls and answer emails.
8. Prioritize meetings, events, and daily work schedule to accommodate urgent needs first.
9. Attend weekly or bi-weekly staff meetings.
10. Prepare required written reports when necessary and expected to remain compliant.
11. Participate in Union Negotiations.
12. Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
13. Perform other duties as assigned in accordance with the essential functions of this position.

**Management:** Ability to successfully manage the funding of a Pre-K program as outlined by ODE

1. Assist in creating a budget for the program
2. Maintain accurate expenditure records for reporting

### **EDUCATION/CERTIFICATION:**

Holds an appropriate Oregon teaching license, or charter school registry through TSPC.  
First Aid and CPR certification, or the ability to become certified.

### **QUALIFICATIONS/TRAINING**

1. Possess any required state teaching credential and meet any other credentialing requirements.
2. Ability to pass criminal background investigation.
3. Demonstrated professional communication skills.
4. Demonstrated professional social skills.
5. Demonstrated ability and experience to engage the interest of school-age children.
6. Demonstrated ability to work with diverse children, including those with special needs.
7. Demonstrated ability to work well with parents.
8. Demonstrated ability to work effectively as a team member.
9. Demonstrated willingness to be held accountable for student interest.
10. Demonstrated ability and proven ability to report to work on a regular and punctual basis.

### **PHYSICAL DEMANDS/WORKING CONDITIONS:**

Spends the majority of the day standing and sitting in a classroom environment, either indoors or outdoors. While standing the teacher will frequently hold light objects they are working and demonstrating, etc. These can be held from waist level to slightly above the teacher's head. Teacher must be able to walk through the classroom and be able to maneuver in tight spaces between desks. Dealing with students can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day. The chalkboard or white board is occasionally to frequently used which can require grasping the chalk or marker or eraser, reaching at, below or above shoulder height with the dominant upper extremity and may require trunk or neck rotation to look back at class.

Teachers may be required to do playground/yard duty, which involves walking on even and uneven surfaces including pea gravel and negotiating a 6" curb.

The teacher may use computers, overhead projectors, TV, VCR, etc. which would require a 10 pound force to push or pull the TV/VCR stand. The overhead projector requires 5 pounds of force to move. When working with equipment it may also be necessary to forward bend, squat, and/or kneel.

The teacher often moves children's desks and chairs to change the layout of the classroom to influence teaching situations. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to the classroom up to 200 feet away.

The teacher must sit on an occasional basis when developing lesson plans, grading, etc. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step- ladders or chairs.

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, and noise level is moderate to loud.

Moderate to high stress level.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.**

### **Right to Revise:**

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

**TERMS OF EMPLOYMENT:**

CONFIDENTIAL ADMINISTRATIVE POSITION – 220 day contract for 1.0 FTE

Monday through Friday

Some evenings and weekends will be required

Pre-K program will follow the Lighthouse School academic calendar

- Morning program (start and end times to be determined)
- Afternoon program (start and end times to be determined)

Work hours will vary between 7 am – 4:30 pm and will be determined by the needs of the day

Salary range Depending on Experience: \$34,392.00 - \$67,026.00 NEGOTIABLE

**Benefits include:**

1 week off in November (Fall Break)

2 weeks off in December (Winter Break)

1 week off in March (Spring Break)

No less than 5 weeks off (Summer break)

**PAID LEAVE:**

5 PAID HOLIDAYS

2 days' equivalency of non-accumulative PTO or Paid Time Off for Emergency/Personal use

80 hours of accumulated Sick Leave

3 days' equivalency of non-accumulated Bereavement

**RETIREMENT (PERS/OPSRP):** after completing 600 hours and 6-months employee contributes: 6% of gross wages on a pretax basis to PERS the Oregon Public Service Retirement Plan, employer contributes: an additional amount to the plan as set forth by the state.

**PROFESSIONAL GROWTH:** To the extent budgeted for this purpose and with prior approval from the Director, TLS shall pay up to \$500.00, for professional growth opportunities and training.

Interested parties should submit at minimum an application and letter of interest to

[applications@thelighthouseschool.org](mailto:applications@thelighthouseschool.org)

Resume, references and applicable transcripts are welcomed for submission.