

Warrenton-Hammond School District
Job Description

Job Title: Classroom Manager
Reports To: Preschool Supervisor

JOB SUMMARY

Under supervision of the Preschool Supervisor, the Classroom Manager oversees all classroom components as well as helps provide an education, quality child care and a safe environment for children in the preschool program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Professionally represents the school and the District in interactions with parents, community, staff and students.
3. Attends work regularly and is punctual.
4. Appropriately maintains and secures confidential records and inquiries.
5. Assists with curriculum planning and activities to meet the needs of children in the program.
6. Assists with establishing and enforcing rules for behavior, and procedures for maintaining order.
7. Organizes and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music and storytelling.
8. Assists in keeping the room safe, clean and orderly at all times.
9. Is pleasant at all times, cooperating with staff and directing children with positive directions.
10. Supervises children at all times including class, lunch, naptime, recess time and afterschool.
11. Assists with breakfast, lunch and snack time, clean up eating area, and wash children's hands and faces after play times and meals as needed.
12. Assists children to the bathroom facilities as needed. May occasionally be required to clean child or to assist with changing into fresh clothing.
13. Engages children in stimulating activities before and after the preschool day.
14. Assimilates arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
15. Assists children leaving the school with coats and gathering their belongings and ensure they go home with authorized parent, guardian or designee.
16. Assists with the preparation of reports on students and activities as required by administration.
17. Assists with the selection, storage and ordering of classroom equipment, materials and supplies.
18. Assists with the planning, purchase and preparation of nutritious snacks and meals daily.
19. Assists with the hiring, training and supervision of all staff and volunteers
20. Assists with the development of schedules including lunch, recess and nap times.
21. Discusses and addresses parent or staff concerns as they occur.
22. Assists with advertising, marketing, billing and accounts receivable.
23. Unlocks and prepares classroom for the day.
24. Ensures that classroom and facilities are clean and secured at the end of the day.
25. Makes every attempt to further knowledge and education in the field for the education of young children
26. Obtains and maintains all required licenses, certifications and training hours as required.
27. Performs other related duties as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

Supervises preschool children and assists with the supervision of Preschool Assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). Classes or degree in Early Childhood Education, prior successful experience working in a preschool or educational setting strongly preferred. Must be highly qualified under the reauthorized ESEA.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and successfully work with staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to effectively communicate verbally and in writing sufficient to express ideas, thoughts and instructions clearly to students, parents, community and staff, regardless of ethnic, racial, religious background or socio-economic status.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment. Ability to work with a minimum of direct supervision.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand, sit and use hands and fingers for fine manipulation. The employee is regularly required to bend, to stoop, to walk on uneven terrain, play yards and school grounds and to reach overhead, as well as sit at low tables, on small, low chairs, on the floor or on the ground, and in classrooms of various configurations for extended periods of time. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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I have read and understand this job description.

Signature:

Date:
