

JOB DESCRIPTION

TITLE: Early Childhood Teacher on Special Assignment

1. BASIC FUNCTION

Under the general supervision of the Director of Community Education, to facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum in school readiness and early childhood family education programs. This role is also responsible for overseeing Early Childhood screening and Early Childhood Family Education programs as well as the reporting for these programs, tuition billing, scholarship billing, and MARSS reporting for early childhood programs. This role will also attend regional early childhood networks and committees.

2. SOFTWARE, TOOLS, AND EQUIPMENT USED:

Computer/iPad
Telephone
Copy machine
Skyward software
Google Suite
Frontline
Arux Software
MDE Reporting Software
Various technology platforms appropriate for Early Childhood programs

3. QUALIFICATIONS:

This person will develop an environment which is safe, inclusive, developmentally appropriate and conducive to the learning process.

Required Qualifications:

- Current MN teaching license in Early Childhood Education, Birth to 3rd Grade or Pre-primary endorsement.
- 1-2 years of teaching experience in any combination of School Readiness and Early Childhood Family Education.
- Skilled in effective communication.
- Skilled at active listening and asking questions as appropriate
- Skilled in social perceptiveness by being aware of others' reactions and understanding why they react the way they do.
- Ability to work with children with disabilities in an inclusive classroom.
- Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual plans, and test design principles.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of human behavior and age appropriate teaching methods to address the needs of all children served in the classroom.

Preferred Qualifications:

- Master's Degree in Teaching or related Education Field

4. ESSENTIAL FUNCTIONS:

- Develops and administers school readiness and Early Childhood Family Education curriculum consistent with school district goals and objectives.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction
- Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the school system.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
- Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- Administers standardized tests in accordance with District testing programs.
- Completes early Childhood reporting on behalf of the district.
- School Readiness Tuition and Scholarship billing.
- Schedule and coordinate Early Childhood Screening.
- Schedule and coordinate Early Childhood Family Education.
- Attend regional early childhood networks and committees.
- Sub as needed in early childhood programs.

5. PHYSICAL DEMANDS:

Must be able to lift a minimum of 35 pounds. Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

6. REPORTS TO: Director of Community Education

7. EVALUATION: A performance evaluation of this position will be conducted by the Director of Community Education annually.