

Even Start Program
Early Childhood Teacher
Sample Job Description

PRIMARY PURPOSE:

Create and maintain a safe and stimulating environment for young children (ages 0-5)
Teach early childhood education classes for ages 0-5
Supervise early childhood staff
Provide information to parents regarding child development
Work in a family-centered program and center your duties on the needs of the families

QUALIFICATIONS:

***Education/Certification:**

Minimum: Bachelor's degree in Education or related field
Experience teaching in early childhood education

Special Knowledge/Skills:

Experience working in an early childhood and/or family literacy setting
Supervisory skills
Strong communication and interpersonal skills
Must be flexible and adaptable to meet the needs of the children and program
Experience working with persons from diverse cultural and economic backgrounds

MAJOR RESPONSIBILITIES AND DUTIES:

1. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
2. Provide for the screening and preparation of children to fully participate in program services
3. Establish instructional programs based on scientifically based reading research
4. Must demonstrate the ability to support the social and emotional development of children
5. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
6. Model developmentally appropriate activities and positive behavior management techniques through daily contact with children and early childhood staff in the classroom
7. Select books, equipment and other instructional materials appropriate for the early childhood program.
8. Include materials and experiences in the classroom that are culturally appropriate and represent diversity.
9. Maintain attendance records of children participating in the Early Childhood Program
10. Lead regularly scheduled Early Childhood team meetings
11. Participate in team planning sessions with all project staff to ensure well-coordinated and effective delivery of project services to meet program objectives
12. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
13. Supervise and provide leadership and support for early childhood providers

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14. Arrange for the provision of staff development for early childhood and other staff in the area of child development
15. Work with the parent educator to facilitate parent and child interactive literacy activities
16. Work with the coordinator to provide special training of instructional assistants to develop the skills to work with parents of young children in the full range of instructional services
17. Conduct and supervise the completion of pre and post assessments for children
18. Develop and facilitate child development instruction for parents
19. Design and facilitate interactive parent and child literacy activities
20. Maintain open, friendly, and cooperative relationship with each child's family and encourages their involvement in the program
21. Continue professional development through attending workshops, conferences and other staff development
22. Advocate and promote program by keeping informed of and participating in local state and national organizations/agencies
23. Maintain up to date knowledge of current child development practices
24. Demonstrate behavior that is professional, ethical, and responsible
25. Perform other duties and responsibilities as assigned by the Even Start Coordinator

SUPERVISORY RESPONSIBILITIES:

Supervise early childhood staff

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional district and statewide travel; occasional prolonged and irregular hours
Occasional lifting of 25 pounds or more

The foregoing statements describe the general purpose and responsibilities assigned to this job and do not represent an exhaustive list of all responsibilities, duties, and skills that may be required.

* Educational qualifications in accordance with *The William F. Goodling Statute for Even Start Family Literacy Programs, Part B, Subpart 3 of Title I of the Elementary and Secondary Education ACT (ESEA), section 1235* and guidance document provided by the U.S. Department of Education, September 2003; and *NCLB, P.L. 107-110, Section 1119, Highly Qualified Teacher Requirements and Paraprofessional Qualifications.*