# Teacher I

## Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teacher I</th>
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<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>9</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>Min. $13.85, Max. $20.77</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Designated Supervisor</td>
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<td>Latest Review:</td>
<td>December 2016</td>
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### Specific Duties & Responsibilities:

1. Prepare & maintain lesson plans according to agency procedure. Trophies and Creative Curriculum, early Head Start and Head Start readiness goals.
2. Actively engage with children throughout the day.
3. Supervise & participate in all classroom activities and field trips. Work with others to plan special activities and encourage parent and community involvement.
4. Observe, record, and plan for the particular needs of each child as a part of ongoing lesson planning and classroom preparation.
5. Ensure meals & snacks are provided in a family style environment according to procedure.
6. Conduct developmental screening within 45 days of the child’s enrollment and other evaluations as required.
7. Conduct home visits and parent/teacher conferences as required by program standards.
8. Accurately complete and submit all required forms and reports in a timely manner.
9. Ensure all required licensing and performance standard postings are current and followed.
10. Maintain a classroom environment conducive to learning, including classroom arrangement, positive reinforcement, smooth transitions, etc.
11. Implement child supervision & discipline policies.
12. Provide activities & resources which promote cultural diversity awareness & ethnic pride.
14. Assist with transition, health, nutrition, mental health, transportation, special needs, male involvement & other service components.

### Primary Purpose:

Deliver early childhood education services which encourage parent involvement and maximize early childhood development.

### Required Knowledge, Skills & Abilities:

1. Requires Bachelor’s Degree in Early Childhood Education.
2. Requires one year supervised experience in a child care facility.
3. Requires ability to keep records and prepare materials to carry out a comprehensive and individualized educational approach for each child.
4. Requires knowledge of personal computers for classroom based technology initiatives.
5. Interpersonal skills to relate well to children, coworkers, parents, and the community.
6. Requires the ability to travel overnight or longer to meetings, training, or work sites as required.
7. Must pass all criminal background clearances.
8. Ability to speak Spanish desired.
9. Requires attainment of an Infant Toddler CDA or equivalent within one year of employment.
10. Requires training in effective communication with infants and toddlers, their parents and staff.
11. Requires training in safety issues, such as reducing the incidents of Sudden Infant Death Syndrome.

### Mission Statement:

Provide information, training, education, and other services that engage and empower families and communities to become self-sufficient.
Duties & Responsibilities Cont.:

15. Assist families in application for All Kids and other health care payment.

16. Implement IFSP or IEP goals of children with Special Needs into curriculum and daily lesson plans.

17. Fully implement Creative Curriculum.

18. Work with Family Advocates to encourage parent volunteers in the classroom and parent meetings.

19. To meet as a classroom team to plan for the following weeks activities.

20. Work with contracted or Agency transportation staff to ensure the safe arrival and departure of children to and from home.

21. Willing to be observed and accept feedback from an assigned mentor. Willing to set literacy goals and try new ideas and teaching strategies.

22. Embrace the confidentiality policy of the Agency by protecting the dignity of customers and not divulging information about children, families, other employees of the Agency to anyone other than the persons who are authorized to receive such information.

23. To monitor ones own job performance, follow agency procedures, standards of conduct and confidentiality by providing high quality early childhood services, completing all record keeping and reporting requirements in a careful and accurate manner, and acting with professionalism with customers and other staff.

24. Actively participate in carrying out the mission and vision of the Agency by participating in training and staff meetings.

25. Perform other duties as assigned.

Desired Outcomes:

1. Children age birth to 3 and 3 to 5 are provided with a learning environment which is conducive to growth and development.

2. Each child’s progress is measured and tracked, and all information is shared with parents.

3. Customers receive highly responsive services, with confidentiality protected at all times.

4. Services are individualized to meet the needs of each child.

5. Education staff works cooperatively with all other Agency staff to ensure seamless services to early childhood education recipient families.
This position description is intended as a guideline and is not intended to be all inclusive or exact, or construed as an expressed or implied contract. Changing business needs require revisions to job specifications and ECICAA reserves the right to change or modify position requirements at any time.

I have read, understand and have received a copy of the Job description for my position.

_____________________________________________  _________________________
Employee Signature                  Date