Child Development & Early Education Lab Teacher

Purpose Statement
The job of Child Development & Early Education Lab Teacher is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for organizing and directing age-appropriate activities for school age students; preparing and serving snacks; providing assistance with homework and assisting in maintaining a clean and safe learning environment for students.

This job reports to Principal - High School

Essential Functions
- Assists infants and toddlers (e.g. diapering, toilet training, feeding, etc.) for the purpose of addressing personal care needs.

- Assists the site supervisor with lesson planning and/or age-appropriate activities by working with individual or small groups of children (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts.

- Communicates with school staff (e.g. principal, office personnel, maintenance, cafeteria staff, etc.) for the purpose of conveying and/or receiving information required to perform job functions.

- Consistent interaction with students for the purpose of educating students.

- Distributes instructional and/or play materials for the purpose of providing required supplies.

- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items, providing written reference, providing a safe learning environment, and/or meeting mandated requirements.

- Monitors individual and/or groups of students in a variety of settings (e.g. snack time, group or individual games, playground activities, quiet time, field trips, classroom, homework time, etc.) for the purpose of providing a safe and positive learning environment.

- Organizes quiet or active, age-appropriate indoor and/or outdoor activities for the purpose of actively participating in the learning activities with children.

- Participates in the implementation of parent education program under the direction of a certificated teacher (e.g. breast feeding, bottle feeding, nutritional needs, SIDS, immunizations, etc.) for the purpose of providing and supporting a variety of program areas.

- Prepares nutritional snacks, lunches, bottles, etc for the purpose of complying with established guidelines.

- Prepares documents (e.g. newsletters, lesson plans, holiday programs, supply lists, snack menus, summer calendars, etc.) for the purpose of providing written documentation and/or conveying information.

- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

- Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and/or direction to other sources.
Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, 50% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education (Minimum): Bachelors degree in job-related area.

Education (Preferred):

Required Testing
None Specified

Certificates and Licenses
Missouri State Teaching Certificate

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade

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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.