Early Childhood Teacher

Purpose Statement

The job of Early Childhood Teacher is done for the purpose/s of providing support to the instructional process by serving as an early childhood teacher with specific responsibility for developing early childhood students' success in academics, interpersonal skills and activities of daily living; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; implementing parent education; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students’ parents or guardians regarding instructional program and student progress.

This job reports to Principal - Early Childhood

Essential Functions

- Administers under supervision, first aid and assistance to children (e.g. toileting, diapering, etc.) for the purpose of providing appropriate care for children as assigned.

- Administers developmental assessments for the purpose of assessing student competency levels and/or developing individual learning plans.

- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment.

- Analyzes assessment data for the purpose of enhancing student achievement.

- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration, and/or seeking assistance from a district specialist.

- Collaborates with professional learning community, instructional staff, other school personnel, parents, business partners, and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.

- Conducts home visits for the purpose of counseling students and parents in improving student performance and problem solving techniques.

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

- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.

- Differentiates classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.

- Directs para-professionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.

- Instructs students for the purpose of improving their success in academic, interpersonal, and daily living skills through a defined course of study.
Maintains a variety of confidential and non-confidential manual and electronic files and records for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Manages student behavior for the purpose of providing a safe and optimal learning environment.

Monitors students in a variety of educational environments (e.g. classroom, playground, library, hallway, sensory room, etc.) for the purpose of providing a safe and positive learning environment.

Participates in a variety of meetings (e.g. IEPs, SAP, building meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of written materials (e.g. progress notes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.

Reports incidents (e.g. fights, suspected child abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to education code and school policies.

Responds to inquiries from a variety of sources (e.g. students, teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Schedules students with para-professionals and other school personnel for instructional and/or therapeutic instruction for the purpose of meeting IEP goals.

Serves as regular education representative for meetings with multiple staff, team members and parents (e.g. evaluations port meetings, IEP meetings, etc.) for the purpose of providing and interpreting test results to determine eligibility.

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, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

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; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is 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; exhibiting tact and patience; and working flexible hours.

Responsibility
Responsibilities include: working under limited supervision using 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 some opportunity to significantly impact 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, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Missouri State Teaching Certificate Early Childhood

**Continuing Educ. / Training:**

**Clearances**

Units of Continuing Education

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Exempt 2/19/2020 Certificated

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.