
	Teacher Employee Job Description / Physical Requirements and Potential Hazards	
Supervisor: ECS Education Staff Coordinator FSLA Status – Non-Exempt 18.34 / hour Full time & Benefits COVID vaccination needed	Effective Date: 7/1/2020 PC Approval: 6/18/16; 7/25/18; 1/16/19; 4/30/2020 Revised by/date(s): TL 4/30/2020	EEOC code: L & I code: 5308

ESSENTIAL JOB FUNCTIONS:

The Teacher is responsible for the delivery of child development services to children ages 3-5 years old and their families, in the areas of individualized classroom instruction and parent involvement, to promote school readiness. The Teacher is responsible for proactive participation in center/social service jobs as assigned to support overall operations.

Responsibilities:

1. Plan and implement classroom curriculum in partnership with Teacher Assistant and other program staff, parents and volunteers.
2. Establish and implement classroom management practices to ensure safety and supervision of children at all times, provide positive guidance strategies, and provide a safe and appropriate learning environment.
3. Develop classroom goals in conjunction with Coordinators, child development staff and families.
4. Conduct education-related Home Visits and Family Conferences as scheduled in Program Calendar.
5. Provide on-going assessment of each child’s individual development in partnership with child’s family, using designated screening and assessment tools according to program timelines. Use assessment results to develop and update Individual Learning Plans with parents.
6. Analyze and use classroom-level assessment data to guide curriculum planning and support school readiness goals.
7. Assist parents in developing ways of using household and community resources in educational activities with their children.
8. Work with Coordinators and appropriate school district personnel to coordinate referrals and services for exceptional learners.
9. Provide home based services as needed in approved circumstances.
10. Develop and implement annual kindergarten transition plans with parents.
11. Provide child development related information and resources to families.
12. Support Family Service Worker in planning and implementing parent involvement and child/family activities, including family nights.
13. Contribute to annual revision of work plans.
14. Prepare and submit monthly reports as required.
15. Maintain assigned sections of family files with accurate and updated information in a timely and organized manner; enter data into online systems as required.
16. Encourage parent involvement by sharing information about program activities, verbally and through newsletters and other written communication, and through positive interactions.
17. Create monthly child development newsletter.
18. Support parents in attending center, policy council and committee meetings.
19. Work in partnership with other site staff to support site functioning and implement program goals.
20. Participate in local service team meetings including family reviews, staffings, and IEP/IFSP meetings as requested.
21. Ensure compliance with state licensing requirements, as applicable.
22. Participate in practice based coaching process.
23. Ensure documentation of parent and community involvement, and donations (In-kind).
24. For Teachers assigned to part-day classrooms, assist full-day classrooms as needed.
25. Perform other duties as assigned.

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JOB EXPECTATIONS FOR ALL POSITIONS

Work Environment

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, working in conjunction with Family Service Coordinator.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational, and experiential backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program’s codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar and personal work schedule.

Program


1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, community, and grantee administration.
7. Be an active participant on a program committee.
8. Participate in program evaluation and planning process.
9. Generate and document in-kind contributions.
10. All staff will be required to participate in program activities outside of their normal work hours and scheduled work days.

Professional Development

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in professional portfolio.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Intermediate computer skills.
6. Knowledge of labor laws.
7. Knowledge of child and family health care which includes preventative, early intervention, health maintenance practices.
8. Experience with DECA child assessment tool and TS GOLD.
9. Excellent communication skills.

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QUALIFICATIONS:

Preferred:

Bachelor’s degree in the field of early childhood education or bachelor’s degree in related field with coursework equivalent to a major in early childhood education.

Three years of successful work experience with preschool age children and adults of diverse backgrounds. Three years of successful work experience with a Head Start/ECEAP program.

Required:


Associate degree in early childhood education or associate degree in related field and course work equivalent to a major relating to early childhood education, with experience teaching preschool age children (must have 30 college quarter credits in early childhood education).

ADDITIONAL REQUIREMENTS:

1. By employment date, provide proof of a negative TB skin test or equivalent.
2. By employment date, provide proof of MMR vaccination or measles immunity.
3. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
4. Prior to date of hire, obtain a Portable Background Check through MERIT.
5. By employment date, provide copies of State driver’s license, insurable driving record, and proof of current auto insurance.
6. Complete BBP, CAN, licensing orientation, center orientation, safe sleep, and disaster preparedness training prior to being with program children and families.
7. Within 30 days of employment date, obtain a health exam verification.
8. Within 30 days of employment date, obtain a Food Handler’s Permit.
9. Within 30 days of hire, obtain interrater reliability in Teaching Strategies GOLD.
10. Within 90 days of employment date, obtain First Aid and hands-on Adult/Child CPR cards.
11. Within 90 days of employment date, complete required Child Care Basics course or equivalent.
12. Complete 10 hours of STARS-approved training each year as specified by licensing requirements.

Salary grade ECS 26-28

Hours vary by location


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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS


The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running			X		
Bending or twisting			X		
Squatting or kneeling				X	
Reaching above shoulder level			X		
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Using foot controls		X			
Repetitive motion of hands/fingers				X	

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	NA	NE	O	F	C
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Work in/exposure to inclement weather				X	
Work in/exposure to cold water				X	
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials			X		
Exposure to needles or sharp implements		X			
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing via radio or telephone				X	
Hearing conversations or sounds					X

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	NA	NE	O	F	C
Communicating through speech					X
Distinguishing odors by smell			X		
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date