

DOUGLAS COUNTY SCHOOL DISTRICT

CLASSROOM TEACHER – Early Childhood Education & Community Outreach Facilitator

ECE Teacher FUNCTION

Performs professional instructional work of moderate difficulty in guiding students toward gaining knowledge and skills in order to become productive citizens; create a class environment favorable to learning and personal growth; establish effective rapport with students; motivate students to develop skills, attitudes, and knowledge; establish positive relationships with parents and with other staff members.

Community Outreach FUNCTION

Facilitate community outreach programming to provide parenting education and family literacy opportunities.

SUPERVISION RECEIVED

Work is performed under the direction of the SRCL program coordinator, who will at least annually evaluate the ECE-COF teacher's performance. Work is reviewed through observations and results achieved.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Meet and instruct assigned classes in the location and at the times designated.

Guide the learning process toward the achievement of established district curriculum goals, establishes and communicates clear objectives to the students for all lessons, units, and projects.

Create a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students; translate lesson plans into learning experiences to best utilize the available time for instruction; provide written evidence of preparation upon request of the supervisor.

Employ a variety of instructional techniques and media, consistent with the physical limitations of the location provided and the needs and capabilities of each student.

Strive by instruction and action to implement the district's philosophy of education, instructional goals and objectives and performance expectations as outlined on the Teacher Performance Descriptor List.

Identify the difference in needs, abilities, and interests among students and provide appropriate instruction to meet those differences.

Employ a variety of classroom assessment techniques in order to determine student's instructional needs in meeting the district's competencies; assess accomplishments of students on a regular basis in order to provide progress reports as required; communicate with parents as deemed necessary.

Administer group standardized tests and proficiency tests to students in accordance with district testing programs.

Maintain accurate, complete, and correct records as required by law, district policy, and

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administrative regulations.

Take all necessary and reasonable precautions to protect students and to maintain equipment, materials, and facilities.

Develop and maintain a code of conduct for the classroom which is consistent with established administrative policies; develop rules of classroom behavior for which are enforced in a fair and just manner.

Make provision for being available to students and parents for education-related purposes during the scheduled workday when required or requested to do so.

Plan for and participate in professional improvement activities; take advantage of courses, readings, in-service training, and conferences in his/her area of specialization and competency.

Establish and maintain two-way communication with parents, students, and other staff members in an honest, positive, and constructive manner.

Plan and supervise assignments for teacher aides, volunteers, and student teachers; make written evaluation as required.

Supervise students in out-of-classroom activities on campus during the assigned working day; participate in the sponsorship of student activities as appropriate to the grade level; attend established traditional school-sponsored activities agreed upon by the building administrator and the faculty.

Fulfill the requirements of punctuality, reliability, and responsibility with regard to school level and school district policies, procedures, and regulations.

Cooperate with other professional staff members in assessing and helping solve health, attitude, and learning problems of the students.

Attend building and district meetings to promote communication and mutual decision making among the staff.

Serve on district committees that develop curriculum and enhance instruction.

Facilitate community programming for children ages 3-5 designed to meet the Nevada Pre-K Standards and national standards for classroom quality.

Collaborate with Washoe Tribe Head Start and other community preschool programs to support all children with kindergarten readiness skills.

Facilitate Transition to kindergarten.

Collaborate with the Douglas County Public Library to provide Parenting Education Programs for Pre-K students, as well as families with children (0-4) in community child care centers.

Provide home visit programs to provide individualized developmental learning goals and activities for children at-risk designed to increase language and literacy skills.

Collaborate with Douglas County Social Services to develop family self-sufficiency.

NON-ESSENTIAL FUNCTIONS

Perform related duties as assigned.

WORK CONTACTS

Frequent contact with students, parents, school personnel and other school personnel.

CONDITIONS OF WORK

Typical classroom environment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Considerable knowledge of the principles and practices for effective teaching techniques and strategies in area of specialization; of the principles and practices for effective student learning techniques; of lesson planning; of available instructional media; of modern techniques for classroom assessment; of effective interpersonal communications. Skill in the use of a computer and related software. Ability to perform the following work activities with or without reasonable accommodations:

- ◆ Develop lessons, units and projects consistent with District curriculum goals and objectives.
- ◆ Meet and instruct assigned classes.
- ◆ Work independently and handle multiple priorities.
- ◆ Assess the accomplishments of students.
- ◆ Develop fair and appropriate classroom management techniques.
- ◆ Supervise assignments for aides, volunteers and student teachers.
- ◆ Model good instructional, coaching and mentoring practices.
- ◆ Communicate effectively, both orally and in writing.
- ◆ Meet deadlines.
- ◆ Maintain accurate, complete and correct records as required by law.
- ◆ Operate or learn to operate a microcomputer and related software.
- ◆ Communicate enthusiasm, excitement and a strong feeling of commitment to the teaching profession.
- ◆ Maintain regular attendance.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university with major course work in education or a related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

SPECIAL REQUIREMENTS

Possession of a valid Nevada Teaching Certificate issued by the State of Nevada:

1. Valid Nevada Elementary Certificate, or:
2. Valid Nevada Secondary Certificate with sufficient course work in major/minor field(s) of specialization.
3. Must have Early Childhood Education certificate.

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<u>Period of Service</u>	<u>Salary Schedule</u>	<u>FLSA Status</u>
Minimum 186 days/yr	Licensed Salary Schedule	Exempt