

**INDEPENDENT SCHOOL DISTRICT 196**  
**Rosemount, Minnesota 55068**

**TITLE: Early Childhood Educator**

**QUALIFICATIONS:**

1. Minnesota Pre-Kindergarten license
2. Bachelor's degree
3. Teaching experience in developing, modifying and implementing curriculum for infants, toddlers, pre-schoolers and parents of children birth to five years old
4. Group leadership skills for parent and/or child groups
5. Organizational skills
6. Ability and desire to practice under the philosophy of the team concept
7. Ability to supervise and train teaching assistants
8. Experience developing and maintaining learning environments for children
9. Good communication skills
10. Experience with parents and children (birth to five) from multi-ethnic, multi-cultural and varied socio-economic backgrounds preferred

**REPORTS TO: ECFE Coordinator**

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate and teach early childhood program for children (birth to five) of parents in parent education classes, conduct parent-child workshops and field trips, special events and/or speaking engagements.
2. Plan and implement developmentally appropriate classroom environment and learning activities for children (birth to five) which as much as possible, meets their individual needs, interests, and abilities.
3. With parent educator, plan and implement developmentally appropriate learning activities for parents and children to do together and serve as a model for parent/child interactions.
4. Meet and instruct assigned classes in the locations and at the times designated, evenings and weekends included.
5. Assist in the identification of learning disabilities and delays, health and other concerns for children on a regular basis. Seek the assistance of district specialists as required. Follow district procedures for identifying children with special needs.
6. Routinely perform continuing evaluation of the ECFE classes and activities with other staff members.
7. Provide daily supervision and train early childhood teaching assistants and parent volunteers.
8. Maintain and submit accurate, complete, and correct records as required by law, district policy and administrative regulation.
9. Attend staff and/or team meetings. Participate in program development and evaluation as required.

10. Help maintain program environment requisitions and keep inventory of classroom materials and equipment.
11. Coordinate and implement with other agencies ECFE programming at neighborhood sites including facilities and equipment.
12. Participate in outreach activities as needed.
13. Participate on departmental, advisory council and district committees as appropriate.
14. Keep abreast of current trends and technology in the ECFE field through personal endeavors of a professional nature as well as required in-service training.
15. Strive to work cooperatively with supervisors, colleagues, support staff and parents.
16. Perform other related duties as required.

#### TERMS OF EMPLOYMENT:

185 duty days. Salary and work year to be established by the teacher working agreement.

#### EVALUTION:

Performance of this position will be evaluated annually by the Director of Community Education and the ECFE Coordinator.

**TITLE: Parent Educator**

**QUALIFICATIONS:**

1. Bachelors degree required in early childhood and family education and/or child development, early childhood education, family social science, child psychology, parent education
2. Must hold Minnesota Certificate in Parent Education
3. Teaching experience with parents of children birth to five years old in early childhood family education and child development or related field
4. Experience in developing, modifying and implementing curriculum for parents and children birth to five from multi-ethnic, multicultural and varied socio-economic backgrounds
5. Group leadership skills
6. Knowledge and understanding of a variety of family life styles
7. Awareness of community resources
8. Organizational skills
9. Ability and experience working as a team member

**REPORTS TO:** ECFS Manager

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**PERFORMANCE RESPONSIBILITIES:**

17. Conduct parent education groups, workshops, speaking engagements, field trips or special events.
18. Coordinate with parent-early childhood educator in providing parent-child activities and enrichment programs for children of participating parents.
19. Participate in parent conferences, as needed.
20. Maintain records for evaluation and reporting.
21. Attend staff and/or team meetings.
22. Help maintain program environment and ordering of materials.
23. Coordinate use of facilities with other agencies as needed.
24. Participate in outreach activities as needed.
25. Work with other teachers to develop appropriate curriculum to meet the needs of individual learners.
26. Perform other related duties as required.

**TERMS OF EMPLOYMENT:**

185 duty days. Salary and work year to be established by the teacher working agreement.

**EVALUATION:**

Performance of this position will be evaluated annually by the Director of Community Education and the ECFS Manager.