

# Job Description Form

## Job Title

Early Childhood Teacher

Created/updated on: 3/17/2026

## Department/Business Unit

Community Education

## Supervisor

Community Education Director

## Purpose of Job (how it contributes to the department's objectives)

To provide supervision, care and developmentally appropriate learning activities to preschool-age children in a classroom environment.

## Responsibilities

1. Develop, plan, and prepare lesson plans and enrichment activities in alignment with state approved curriculum and assessment in accordance with the MDE Early Childhood Indicators of Progress.
2. Teaches, guides, supervises and instructs preschoolers in age appropriate lessons and activities to develop their social, emotional, motor, self-help and cognitive skills.
  - a. Introduces children to the alphabet, science, math, and reading concepts.
  - b. Performs classroom management strategies to ensure an age appropriate environment.
  - c. Prepares the classroom and materials for daily preschool lessons, activities and events.
3. Plan, assist and teach ECFE parent/child classes.
4. Assess student progress using authentic ongoing assessment tools approved and accredited through the MN Department of Education.
5. Participate in PLC's and review and analyze program student data along with certified colleagues.
6. Plan, train, assign and direct the work of instructional support staff within the classroom involved with providing support activities and functions: Assign activities, provide guidance, and instructional oversight.
7. Create, organize and maintain instructional supplies, materials and equipment.
8. Skilled in leading, modeling and delivering developmentally appropriate learning experiences.
9. Assist special education staff in the identification, assessment, and resolution of special student challenges; participate in IEP meetings and planning as appropriate.
10. Employee is responsible to be knowledgeable about all district policies.
11. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related job duties as assigned by immediate supervisor and school district.

## Job Qualifications (list the minimum education, formal training, skills and experience required)

1. MN Teaching License in Early Childhood Education
2. Teaching experience in a School Readiness or Pre Kindergarten setting.
3. Successful completion and certification of CPR and First Aid preferred.
4. Possess thorough knowledge of School Readiness/ECFE programming.
5. Demonstrate the ability to communicate and work with adults and children.
6. Knowledge of current trends, theories, and technologies pertaining to learning environments and modalities.