

Auburn School District

Job Title: **ECEAP Lead Teacher**

Reports To: Building Administrator

Unit Classification: PSEA

Duties and responsibilities:

- Construct a daily schedule of classroom routines and experiences.
- Prepare and implement activity plans consistent with Puget Sound Educational Service District ECEAP curriculum and ECEAP Performance Standards.
- Involve the assistant teacher in planning, curriculum development, and classroom experiences.
- Recruit and train volunteers in the classroom.
- Maintain a safe and healthy environment and supervise children in the classroom, outdoor spaces, and on field trips.
- Interact positively with all children to support their individual learning and emotional needs.
- Support the inclusion of children with special needs and implement accommodations and modifications in classroom routines and curriculum, as outlined in Individualized Education Programs (IEPs), Individualized Family Service Plans (IFSPs), or other support plans.
- Collaborate with special education staff and related service providers (e.g., speech therapists, occupational therapists) to support children with disabilities or developmental delays.
- Use web-based computer programs to conduct ongoing assessment of individual children, including written observations, work samples, and development checklists.
- Develop individual learning plans for each child, including goals that reflect developmental needs and align with family input.
- Coordinate and perform sensory and developmental screenings within deadlines set by Federal Performance Standards.
- Develop an individual health summary plan and implement child health plans for children as needed.
- Review immunization status and physical and dental exams of each child to assure compliance with Head Start Standards.
- Participate as a team member in interdisciplinary planning for children and families, and other cross-component coordination efforts.
- Attend pre-service and staff in-service training.
- Utilize computer information and reports for tracking and planning purposes.
- Conduct/attend supplementary meetings including Professional Learning Community (PLC) with site team.
- Maintain complete and confidential written records for each child/family.
- Communicate regularly and respectfully with families and involve them in the program.
- Meet with families as they enter the program to review health, dental, nutrition, and developmental information.
- Conduct two family home visits and two conferences per year to mutually discuss developmental progress and physical well-being of the child.
- Provide appropriate referrals and follow-up to assist families, including those related to developmental or behavioral concerns.
- Participate in, encourage, and support family engagement in all aspects of the program.
- Other duties and responsibilities as assigned.

Requirements:

- AA/BA/MA in Early Childhood Education or AA/BA/MA in related field plus 18 credits in Early Childhood Education or AA/BA/MA in any field plus 25 credits in Early Childhood Education.
- Must hold a first aid card and a valid food handler's permit.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

Working Conditions:

Physical Requirements: The ECEAP Lead Teacher position requires frequent mobility within the classroom, playground, and during off-site activities such as field trips. The role involves extended periods of standing, walking, bending, and sitting on the floor to engage with children at their level. The teacher must be able to lift and carry classroom materials or assistive equipment up to 25 pounds. Regular physical interaction with children, such as supporting movement, guiding activities, or responding to behavioral needs is expected. Quick physical response is necessary in the event of an emergency or safety issue. Occasional participation in after-hours family engagement events, home visits, or staff meetings is required.

Work Environment: Work is carried out in an active early childhood education setting that includes interaction with young children, assistant teachers, volunteers, families, and interdisciplinary staff. Environments include both indoor classrooms and outdoor play areas, with varying noise levels from quiet learning activities to high-energy group play. The position demands adaptability to meet changing schedules, children's developmental needs, and curriculum planning. The Lead Teacher must maintain a safe and inclusive space for all children, including those with sensory or developmental needs. Responsibilities also include home visits, health and developmental screenings, and coordinating with families and service providers. Exposure to common childhood illnesses, hygiene needs, and behavioral challenges is expected and managed according to health and safety protocols.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.