



<b>Assignment:</b>	Teacher: Early Childhood Teacher - Structured		
<b>Group:</b>	Certified	<b>FLSA Status:</b>	Exempt
<b>Licensure:</b>	Professional Educator License Required		
<b>Location:</b>	Early Learning Center	<b>Terms of Employment:</b>	198 Days
<b>Supervisor:</b>	Building Administrators		

**Job Goal:** To create a responsive preschool program and a class environment favorable to learning and development of the whole child; to establish effective rapport and relationships with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for future learning/education, in accordance with each student's ability; to establish good, collaborative relationships with families & with other staff members.

#### **QUALIFICATIONS:**

- Must Have a Professional Educator License (PEL) issued by ISBE
- Endorsement in Early Childhood Education
- Approval/Endorsement in Bilingual for Dual Language ONLY
- Endorsement in ESL
- Approval/Endorsement in Early Childhood Special Education
- Experience Working With Early Childhood Population
- Knowledge of teaching methodologies utilized with students on the Autism Spectrum (i.e, structured work tasks, discrete trials, etc)
- Collaborative Team Member, Strong Oral and Written Communication Skills  
Highly Preferred

#### **Duties and Responsibilities:**

1. Effectively implements curriculum utilized within self-contained environment (i.e, STAR, structured work tasks, discrete trials), Conscious Discipline, SEL programming, etc.
2. Develops lesson plans and instructional materials and provides individualized, small and large group instruction in order to adapt the curriculum to the needs of each student
3. Translates lessons plans into learning experiences so as to properly utilize the available time for instruction
4. Effectively establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
5. Evaluates students' growth utilizing authentic observations, current program assessment system, keeps appropriate records, and prepares family communications about student progress as specified by the district
6. Serves as case manager for students who have IEPs



7. Effectively communicates with parents weekly through online platform, webpage, weekly newsletter, and regularly through home visits, conferences and other means to discuss students' progress and interpret the school program
8. Identifies student needs, collaborates and plans with other professional staff members in assessing and modifying instruction to meet the individual needs of students
9. Creates a safe and engaging environment for learning, utilizing best practices in early childhood education as guidelines for those environments
10. Maintains professional competence through inservice education activities provided by the district and/or self-selected professional growth activities, and meets the district's policies for continuing university study
11. Participates in the evaluation process with the appropriate administrator to improve performance according to the district evaluation plan
12. Supervises students in out-of-classroom activities during the working day as assigned
13. Participates, as appropriate, in curriculum development programs
14. Participates in staff committees and student activities as appropriate
15. Performs essential job functions without direct threat to the health and safety of others
16. This list of essential job functions is not exhaustive and may be supplemented as necessary by the principal

## **CORE COMPETENCIES**

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

## **Physical Activity Requirements**

- Routine physical activity associated with a typical school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computers, and extensive reading.

## **EVALUATION: Building Administrators**