

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	2	

JOB TITLE	CONTRACT REFERENCE
Licensed Early Childhood Education Teacher	Fridley Education Association

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
ECFE Coordinator and Early Learning Administrator	April 2025

JOB SUMMARY Plan and implement curriculum for a variety of age-appropriate parent/child learning experiences for ECFE.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Develop curriculum and teach ECFE and School readiness classes for children birth-5, providing developmentally appropriate learning opportunities. Maintain appropriate records.	90%	C4/B2/A1
2.	Plan and conduct parent/child conferences twice a year for School Readiness classes	3%	B2
3.	Promote Early Childhood Family Education and School Readiness programs by contributing to newsletter, talking with prospective participants, and by distributing newsletters, posters and other materials.	2%	B2
4.	Participate in Early Childhood Screening as developmental screener five to nine days/year or as needed	3%	B2
5.	Participate in team meetings and staff development activities as directed.	2%	N/B
6.	Other responsibilities or room assignments as directed by the ECFE Coordinator.		N/B

JOB TITLE

Licensed Early Childhood Education Teacher

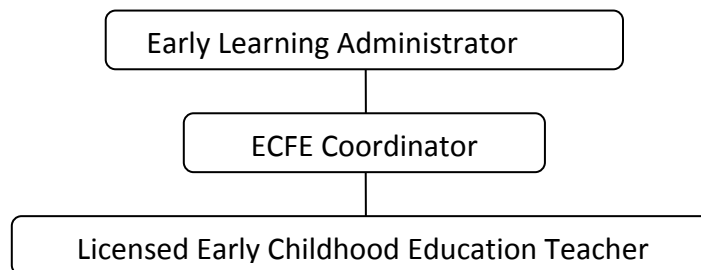
CONTRACT REFERENCE

Fridley Education Association

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QUALIFICATIONS (Specific training or job experience required before appointment)

1. Bachelors Degree, Early Childhood Teaching licensure
 2. Prior Experience with ECFE/school readiness programs, philosophy and services
 3. Minnesota Early Childhood (Birth to Grade 3), experience teaching in early childhood programs a plus.
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.