

## Job Description

Job Title:	<b>Early Childhood Teacher (ECT, GL) – Pre-K Care Wraparound</b>	FLSA Status: <b>Non-Exempt</b>
Job Family:	<b>Community Schools</b>	Pay Range: <b>3</b>
Pay Program:	<b>Classified</b>	Work Year: <b>180 days</b>
Prepared/Revised Date:	<b>Revised January 2025</b>	

**SUMMARY:** Assists program site manager and/or program director in the operation of the Wraparound/Pre-K (ages 3-5) child care program. Duties include monitoring student attendance, safety, discipline and ensuring a safe, fun, enriching and developmentally appropriate environment for children, assisting with developing and implementing a balanced curriculum of educational, enrichment and recreational activities for children in the child care program including weekly lesson plans and preparation of materials maintaining compliance with State and local regulations, and promoting good relationships with parents and the school community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Guide and assist students during crafts, art projects, games and other activities to engage children in program experiences and meet individual children’s needs. Monitor and guide student behavior during activities; effectively handle student discipline situations and encourage and support positive behavior. Responsible for the behavior and well-being of all students. Communicate by action, demeanor, tone of voice and attitude that every child is important and safe. Build trust, nurture and care.	D	25%
2. Assist with the monitoring/tracking of children and monitor the security of the building and playground at all times to ensure children’s health and safety. Provide general 1st Aid/CPR when needed. Administer medications under the license of the Community Schools Health Consultant after receiving training.	D	20%
3. Assist in creating interesting and educational activities to engage the interest of all children. Support the child care director in implementing indoor and outdoor activities that support the goals and vision of the Community Schools department.	D	13%
4. Assist in preparing and serving snacks and clean the activity and kitchen areas after use. Keep the storage areas, tables, dishes and utensils clean and tidy.	D	10%
5. Maintain, and enforce site and District behavioral expectations of children and staff. Assist Director with special needs children; assist with active supervision of children on the playground and during other activities.	D	10%
6. Communicate with parents, staff, and site program manager regarding child or program issues. Assists with complaints and problem resolution. Records attendance and follow program guidelines regarding absent children if the child is expected to attend child care any given day. Call parents to get authorization for an unauthorized adult to pick up a child from the program. Check identification of this adult.	D	5%
7. Know and ensure staff compliance with Colorado Department of Early Childhood, County Health Department and school district rules and regulations.	D	4%
8. Participate in staff meetings and training as required/appropriate for learning and growing.	D	3%
9. Use established methods for tracking children and checking children in and out of the program.	D	3%
10. Comply with the Colorado Department of Early Childhood, the County Health Department; and the school district’s policies, rules and regulations. Annual continuing education of at least 15 hours provided by CDEC and Community Schools.	D	2%
11. Assist children with toileting and diapering as necessary.	D	3%
12. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE QUALIFICATIONS:**

Early Childhood Teacher/Pre-K Care Wraparound Group Leader assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications:

1. A Bachelor’s, Master’s, or Doctorate degree from an accredited college or university with a major area of study in one (1) of the following

- areas: Child Development; Child Psychology; Early Childhood Education; Early Childhood Special Education; Educational Leadership and Administration; Elementary Education; Family and Human Development; Family Studies; or Special Education;
2. A Bachelor's, Master's, or Doctorate degree from an accredited college or university with a major area of study in any area other than those listed at rule section 2.216(A)(1)(a), a, and an additional two (2) three (3)-semester credit hour courses in early child education, with one (1) course as the following: Introduction to Early Childhood Professions; or Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training certificate of completion;
  3. An Associate's degree (60 semester credit hours) from an accredited college or university in early childhood education or child development, which must include at least two (2), three (3)-semester credit hour courses in either: Introduction to Early Childhood Profession; or Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training certificate of completion;
  4. A current professional teaching license issued by the Colorado Department of Education with an endorsement in the area of elementary education, early childhood education, early childhood special education, or early childhood special education specialist;
  5. A current early childhood professional credential level II or higher in version 3.0 as determined by the Department;
  6. A current certification as a child development associate (CDA) in: center-based, preschool; center-based, infant-toddler; or family child care; or other Department-approved credential;
  7. Completion of a course of training approved by the Colorado Department of Early Childhood (CDEC) and published on the CDEC's approval list; and nine (9) months (1,365 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual;
  8. Three (3) months (455 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual; and the completion of eighteen (18) semester credit hours from an accredited college or university in early childhood education, with one (1) course as: (1) Introduction to Early Childhood Professions; or (2) Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training certificate of completion;
  9. Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado family child care home, a teacher's aide or teacher in a child care center, preschool, or elementary school.
    - a. In addition, the individual must either: (1) Possess a current early childhood professional credential level I or higher in version 3.0 as determined by the Department; or (2) Complete two (2) three (3) semester credit hour courses from an accredited college or university in early childhood education with one (1) course as either: (a) Introduction to early childhood professions or has been issued the Child Development Associate (CDA) credential; or b) Early childhood guidance strategies for children or has been issued a Colorado Pyramid Model training certificate of completion.
  10. 2. All course grades used for the early childhood teacher requirements must be a "C" or better.

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Verifiable child care hours (i.e. hours letters from previous employer or volunteer organization) & verifiable training or education required.
- Ability to take CPR and First Aid training, Medication Administration training and other required trainings to meet CDEC competency requirements.

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Operating knowledge of and experience with Microsoft Word, Excel, Google Online Applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E--mail, etc.
- Is flexible
- Ability to work cooperatively with supervisors and coworkers
- Ability to understand and follow complex oral and written instructions
- Ability to effectively communicate with staff, the school community, parents and the children in their care.
- Ability to meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a generally positive attitude
- Observes all district policies and procedures
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to manage multiple priorities
- Ability to diffuse and manage volatile and stressful situations
- Ability to work with students with diverse backgrounds and abilities
- Ability to promote and follow Board of Education policies, superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	site program manager & Community Schools coordinator
	<b>POSITION TITLE</b>
<b>Direct reports:</b>	None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

*The physical demands, work environment factors and mental functions described below 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 function.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		
<b>Weight and Force Demands:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			
<b>Mental Functions:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate				X
<b>Work Environment:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
<b>VISION DEMANDS:</b>			<b>Required</b>	

No special vision requirements.				
Close vision (clear vision at 20 inches or less)			X	
Distance vision (clear vision at 20 feet or more)			X	
Color vision (ability to identify and distinguish colors)				
Peripheral vision				
Depth perception				
Ability to adjust focus			X	
<b>NOISE LEVEL:</b>	<b>Exposure Level</b>			
Very quiet				
Quiet				
Moderate			X	
Loud			X	
Very Loud				