SCHOOL DISTRICT U-46
JOB DESCRIPTION
EARLY CHILDHOOD DEVELOPMENT TEACHER

JOB DESCRIPTION REVISION DATE: 4/30/2012

DEPARTMENT / SCHOOL: Secondary Curriculum

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL: Early Childhood Instructor: To deliver instruction that engages students in integrated content learning and technical skill development needed for post-secondary and career success as well as Professional Certifications.

ESSENTIAL FUNCTIONS, KNOWLEDGE AND CRITICAL SKILLS:
1. Plans a program of study that follows district guidelines and, as much as possible, meets the individual needs, interests and abilities of students.
2. Implements researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
3. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
4. Displays a thorough knowledge of curriculum and subject matter.
5. Plans for and guides the learning process toward the mastery of curriculum goals, and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
6. Utilizes instruction technology and electronic resources to develop student centered learning opportunities.
7. Integrates technical, literacy, math and science skill development to provide relevant, STEM learning opportunities for all students.
8. 2000 hours related work experience preferred.
9. Implements school improvement plans and strategies.
10. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
11. May require facilitation of student run related business.
12. As appropriate, implements assessments of student progress and communicates progress to students and parents.
13. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
14. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
15. Work cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.
16. Participate on curriculum, personnel, policy or professional development committees related to the educational program.
17. Maintains accurate, complete, and correct records as required by law and district policy.
18. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
19. Participation in co-curricular student organizations/competitions.
20. Participation in Regional/District Advisory Committees and development/sustaining of
articulated agreements/programs of study.
21. Performs other duties as assigned by the principal, or other administrative staff.

**EXPERIENCE AND EDUCATION:**
1. Bachelor’s degree in Secondary Education, **Major:** Family and Consumer Science, **Focus:** Early Childhood Education from accredited university.
2. Illinois teaching certificate.
3. Teaching experience is preferred but not necessary for hiring.
4. Related work experience preferred.

**Comments:**

**ENVIRONMENTAL CONDITIONS:**
1. Must work in noisy and crowded environments.
2. Indoors/outdoors in a busy school environment.
3. Regular shopping for groceries/supplies required.
4. Frequently work at a fast pace with unscheduled interruptions.
5. May be required to leave main work site to attend meetings.
6. Public contact requiring appropriate business-like apparel.

**PHYSICAL DEMANDS:**
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors/outdoors.
5. Outside school day responsibilities.

**ADA:**
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**
Nine month position (189 work days)

**EVALUATION:**
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ___________________________ Date: ____________
Supervisor Signature: ___________________________ Date: ____________