

**Position:** **Early Childhood Licensed Teacher**  
**FLSA Status:** Exempt  
**Reports To:** Early Childhood Coordinator  
**Compensation:** [Master Agreement](#)

## **Class Summary**

Under the supervision of the Early Childhood Coordinator, the Early Childhood Teacher will foster a positive and enriching learning environment for preschool-aged children. The teacher will deliver high-quality, developmentally appropriate instruction and care, supporting the learning and growth of children in the preschool and Early Childhood Family Education (ECFE) programs.

## **Essential Duties and Responsibilities**

- Develop and implement engaging, age-appropriate lessons and activities that promote early childhood development in key areas such as literacy, math, science, social-emotional skills, and physical development.
- Create a safe, inclusive, and stimulating classroom environment that encourages curiosity, exploration, and hands-on learning.
- Utilize play-based learning strategies to support the development of essential milestones in children's growth.
- Observe, assess, and document each child's progress to inform instruction and communicate growth to families.
- Maintain accurate records related to students' progress, behaviors, and other important information.
- Build and maintain positive relationships with children, families, and colleagues to create a strong sense of community.
- Support children's social interactions and independence through both structured and unstructured activities.
- Apply effective classroom management techniques to ensure a positive, respectful, and productive learning environment.
- Ensure compliance with all licensing, health, and safety standards.
- Participate in ongoing professional development to continuously improve teaching practices.
- Collaborate with colleagues and administrators to enhance the preschool program and share ideas for improvement.

## **Communication & Interpersonal Skills:**

- Demonstrates strong interpersonal skills in handling conflicts and promoting a positive work environment.
- Effectively communicates with families, colleagues, and the community, providing clear, courteous, and professional information.
- Actively seeks clarification when necessary, offers constructive feedback, and ensures tasks are completed successfully.

## **Qualifications:**

- A Bachelor's degree in early childhood education, child development, social work, or a related field is required.
- Demonstrated commitment to supporting at-risk families and fostering an inclusive environment.
- Cultural and linguistic competency appropriate to the service area.
- Experience working in educational settings, with knowledge of modern office equipment and software.

## **Physical Requirements:**

- Ability to frequently sit, stand, and walk throughout the day.
- Strong communication skills, including speaking clearly and listening attentively.
- Occasional lifting and moving of up to 20 pounds.

**Note:** This description is a general overview and may vary depending on the specific needs of the department or organization.