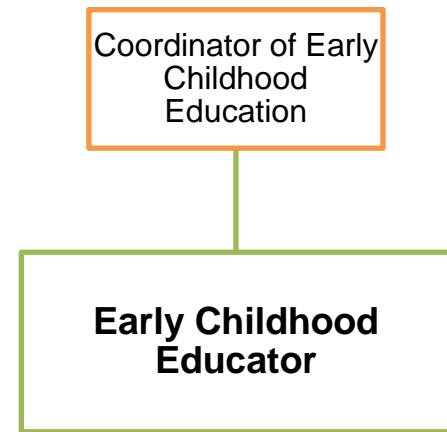


EARLY CHILDHOOD EDUCATOR

Job Title:	Early Childhood Educator
Initial:	November 1, 2006
Revised:	December 20, 2022
Work Year:	182 days
Office:	Education
Department:	Early Childhood Education
Reports To:	Coordinator of Early Childhood Education
FLSA Status:	Exempt
Pay Range:	Teacher Licensed Salary Schedule

Related Organization Chart



POSITION SUMMARY: The Early Childhood Educator (ECE) acts as the lead teacher and is responsible for the daily organization and teaching of all students in the District 49 preschool classroom. The ECE partners with Early Childhood Special Education (ECSE) teachers and special service providers to help students achieve Individualized Education Program (IEP) goals.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Teaches pre-readiness skills in large and small group activities.
- Prepares and leads classroom staff to develop classroom activities (e.g., copying, tracing, cutting, laminating and coloring materials).
- Supervises and ensures classroom staff engage with children in the classroom and on the playground to facilitate learning.
- Sets up the learning environment (e.g., sets out materials, arranges furniture, reorganizes circle time, attendance, helper and calendar charts from a.m. class to p.m. class, prepares classroom décor).
- Monitors students’ self-help skills (e.g., hand washing, snack, clean-up).
- Assists with toilet training and provides diapering as needed.
- Cleans up the classroom (e.g., puts materials away, stacks chairs, washes toys, cleans centers, brings in playground toys, etc.).
- Logs information (e.g., snacks, attendance, sign in/out sheets, accident reports).
- Completes administrative duties (e.g., filing, preparing and maintaining staff and student files, updating

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

emergency contact information, copying, faxing, organizing program paperwork).

- Interacts positively with parents and families.
- Develops weekly lesson plans for appropriate instruction.
- Shares weekly lesson plans with direct supervisor.
- Progress monitors and reports student growth through the use of the district and/or state's chosen reporting tool(s) (e.g., Teaching Strategies GOLD).
- Regularly attends and participates in department and district team meetings and professional development opportunities.
- Collects data to report student progress on individual learning plans and, in collaboration with the ECSE, on IEP goals.
- Maintains confidentiality in all aspects of the position.
- Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- This position supervises the classroom support staff.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

Bachelor's degree plus additional requirements for licensure (see attachment).

Experience:

Early Childhood Education experience preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Power Point, and Google Workspace.

Certificates, Licenses, & Registrations:

- Valid Colorado license endorsed in the area of assignment: Early Childhood Education (0-8) or ability to obtain.
- Meet Department of Human Services (DHS) criteria for large center director qualifications or ability to obtain.
- Criminal background check (CBI/FBI/child welfare and out of state background checks if applicable) required for hire.
- Valid Colorado driver's license required for hire.
- Physical required within 30 days of hire.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- CPR and First Aid certifications required within 6 months of hire.
 - Additional training as needed to meet minimum requirements outlined in DHS regulations.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is required to stand, walk, climb or balance, stoop, kneel, crouch, crawl and sit with students at their level (table and floor). The employee must frequently lift and/or carry up to 40 pounds. The employee must be able to move quickly.

Work Environment:

While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Frequently required to compile, copy, compute and negotiate. The employee must be able to identify and react quickly to situations.