TwinRivers
UNIFIED SCHOOL DISTRICT

Job Description: Early Childhood Development Teacher (ECDT) Head Start

PRIMARY FUNCTION
The Early Childhood Development Teacher is responsible for providing a safe and developmentally appropriate preschool/school-age program in accordance with Community Care Licensing requirements and Program Funding Terms and Conditions.

MAJOR DUTIES AND RESPONSIBILITIES
- Develop and implement a developmentally appropriate preschool and/or school-age curriculum and lesson plans which correlate with the California Preschool Learning Foundations and Desired Results Assessment Tools including students with special needs.
- Develop and maintain current and accurate academic student files, including assessment documentation and attendance records.
- Promote literacy and early education.
- Support parents' role as their child's "best first teacher" by encouraging parent participation in family literacy at home.
- Provide parents with community service referrals.
- Directs instructional assistants, volunteers and/or substitutes for the purpose of providing an effective preschool/school-age program and ensuring that the needs of the students are met.
- Collaborate with school staff, parents and community for the benefit of all children.
- Participate in all required school functions and parent communications: i.e. Parent conferences, Back-to-School Night, curriculum nights etc.
- Ensure that children's needs are met.
- Provide a safe environment by supervising children at all times and ensuring well maintained and cleaned equipment.
- Excellent oral and written language skills.
- Meets deadlines and performs other job related duties as assigned.

QUALIFICATIONS
Knowledge of:
The Preschool Teacher must have knowledge in the following areas:
- Preschool Learning Foundations, Desired Results Assessment Tools, Community Care Licensing regulations and preschool/school-age curriculum.
- Safe and appropriate activities for children.
- Understanding of cultural awareness and sensitivity.

EXPERIENCE & EDUCATION
Prior job related experience required in a preschool / school-age program. Bachelors Degree required.

PERMIT
Teaching Permit authorized by CCTC for the level of instruction.
Health/Licensing Requirements:
- Certified in First Aid and CPR
- Physical / TB test clearance
- Pre-employment fingerprint clearance

LICENSE
A current California Driver's License and proof of insurance are required.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities:
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. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of medium work.
Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Possess dexterity of hands and fingers to operate a computer keyboard.
Stand or walk.
Bend at the waist, kneel or crouch to file materials.
Sit or stand for extended periods of time.
Reach above shoulders to file materials.
Climb a stool/ladder.

WORK YEAR:
In accordance to funded program contract requirements.