

Twin Rivers Unified School District

POSITION TITLE: EARLY CHILDHOOD DEVELOPMENT TEACHER (ECDT)

Range: Early Childhood Development Salary Schedule

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.

ESSENTIAL JOB FUNCTION:

- 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

Prior job related experience required in a preschool / school-age program.

EDUCATION

Teaching Permit authorized by CCTC for the level of instruction. Minimum of 12 ECE units with the completion of 24 units within two years. AA degree preferred

Health/Licensing Requirements:

- Certified in First Aid and CPR
- Physical / TB test clearance
- Pre-employment fingerprint clearance

POSITION TITLE: EARLY CHILDHOOD DEVELOPMENT TEACHER (ECDT)

Page 2

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.