



KIN DAH LICHÍ' OLTA'

POSITION DESCRIPTION

Update 7/26/2012

TITLE: FACE Early Childhood Teacher	EMPLOYMENT: 9 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: To work with preschool children enrolled in FACE with their parents and primary caregivers. The Early Childhood Teacher provides a strong learning environment where preschool children can develop and thrive. The Early Childhood Teacher provides a model for parents on teaching, motivating, disciplining and communicating with young children. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

I. QUALIFICATIONS:

1. Holds a Bachelor degree in early childhood education or elementary education and valid Arizona Teacher Certification with early childhood endorsement.
2. Knowledgeable about the characteristics of young children.
3. Knowledgeable about learners' culture and language.
4. Experience working with adults and families.
5. Able to travel to and attend required FACE trainings.
6. Be self-motivated and able to work well in a team to develop the full potential of all participants.
7. Mature and sensitive to relate to children and adults of diverse socioeconomic and cultural backgrounds.
8. Treat each child, parent and co-worker with dignity and respect.
9. Highly organized and adaptable to families' goals and needs.
10. Obtain and maintain other required certifications, which may include First Aid, CPR, Food Handler Permit, etc.

II. DUTIES AND RESPONSIBILITIES:

1. Implements the High/Scope preschool curriculum in the early childhood classroom
2. Develops, publicizes and carries out program of early childhood education for FACE program participants:
 - Maintains up-to-date files on each student. Prepares accurate reports, written plans and documents.
 - Contributes to required monthly reports, end of year reports and data collection,
 - Completes the Work Sampling System assessment for each student in the fall and spring.
 - Arranges for and/or provides screening services for children and referral services, as indicated.
 - Maintains weekly and daily lesson plans.

- Arranges the Classroom in organized and accessible learning. Ensures that program materials, equipment and environment are kept clean, secure and free from clutter and vandalism.
 - Provides a learning environment that is full of literacy learning opportunities and reflects the language and culture of the families
 - Provides a daily routine that is consistent and includes all the required elements of a FACE program.
3. Plans PACT time with the rest of FACE team and fully participates in PACT time daily.
 4. Meets weekly with FACE team to plan and evaluate programs services.
 5. Plans and facilitates Parent Time with FACE team.
 6. Helps Facilitate the monthly Parent Group meetings.
 7. Reports to Head Teacher, Principal on all matters of importance related to FACE program.
 8. Works toward National Association for the Education of Young Children (NAEYC) accreditation for the program.
 9. Willing to attend professional development opportunities to increase job skills .
 10. Meets other requirements as a member of the school.

III. SUPERVISION RECEIVED BY: Head Teacher, Principal

IV. WORKING HOURS: In accordance with Board Policies

V. EVALUATION PROCEDURE: In accordance with Board Policies

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi'I Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of Public/Federal Funds, and that any false or misleading statements may constitute violations of such statues and their implementing regulations, or school policies.

REVIEWED BY: _____
Employee

DATE: _____

APPROVED BY: _____
Immediate Supervisor

DATE: _____