

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC #

### EARLY CHILDHOOD EDUCATION TEACHER (HEAD START, PART DAY)

#### OVERALL RESPONSIBILITY

Under general supervision, ensure that all students are provided with a compliant, integrated and coordinated child development program based on student needs and specific programmatic requirements.

#### SPECIFIC RESPONSIBILITIES

1. Develop and maintain a classroom learning environment that incorporates Federal, District and program goals and objectives. E
2. Teach within the prescribed course of study. E
3. Establish and maintain a classroom management system that is efficient and effective. E
4. Identify each child's instructional needs through an on-going use of formal and informal assessment processes. E
5. Develop and implement an instructional plan for each child that addresses the child's specific needs and interests. E
6. Evaluate each child's performance on a systematic basis, and report the child's progress to his parent/guardian. E
7. Develop and initiate parent education activities. E
8. Adhere to program enrollment procedures. E
9. Prepare and maintain classroom records in accordance with Federal and State laws, and local District policies. E
10. Plan and coordinate daily instructional activities as evidenced by written lesson plans and staff work schedule. E
11. Plan and coordinate the work of instructional paraprofessionals, parent volunteers and other designated volunteers in accordance with Federal and State laws. E
12. Participate in staff development activities in accordance with Federal and State laws. E
13. Provide and maintain required adult supervision of students in indoor and outdoor learning environments. E
14. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
15. Perform other related duties as assigned.

#### WORK YEAR

As determined by program.

#### SALARY

Head Start Salary Schedule

## **EARLY CHILDHOOD EDUCATION TEACHER (HEAD START, PART DAY) (continued)**

### **QUALIFICATIONS**

#### **Knowledge/Ability**

##### **Minimum Requirements:**

- Knowledge of effective teaching strategies in a child development program.
- Knowledge of quality indicators for child development programs.
- Knowledge of and ability to apply District policies and State and Federal laws.
- Ability to understand and implement complex oral and written instructions.
- Ability to compose clear, complete and concise reports independently using correct grammar and spelling.

#### **Education/Credentials**

##### **Minimum Requirements:**

- Active Child Development Teacher permit, or higher level permit issued by the Commission on Teacher Credentialing.
- Bachelor's Degree in Early Childhood Education, or related field.
- Hold and maintain EMSA approved Pediatric CPR and First Aid Certification.

### **REPORTS TO:**

Senior Director, Early Childhood Education or designee

~~Unit Approved: 6/24/05~~

Board Approved: 8/22/05

Cabinet Approved: 10/8/19

Unit Approved: 10/17/19

Board Approved: