

## POSITION DESCRIPTION

**TITLE:** EARLY CHILDHOOD EDUCATION INSTRUCTOR

**TYPE:** Classified

**Reports To:** Principal or Designated Administrator

### POSITION SUMMARY:

The primary purpose of this position is to collaborate with staff in the development and implementation of age-appropriate activities for pre-school children. The ECE Instructor will implement the curriculum to meet the academic, physical, social and emotional needs of the children in the program.

### MINIMUM QUALIFICATIONS:

1. 18 years of age or older.
2. High School Diploma or equivalent by OAR 581-37-030
3. Two-years (72-quarter hours) of post-secondary education; or an Associate's Degree from an accredited college or university; or a passing score on a recognized paraprofessional assessment test.
4. Step 10 or higher on the Child Care Division's Oregon Registry.  
Go to: <http://www.pdx.edu/occd/oregon-registry-credential-program-6> for the most current requirements to achieve Step 10.

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Assure that day-to-day operations are in compliance with the Child Care Division (CCD) guidelines.
5. Plan and carry out curriculum and activities for children in Preschool and/or Infant and Toddler programs.
6. Provide care for young children who may need assistance with basic feeding and personal hygiene needs.
7. Prepare classroom and instructional materials to align with best practices.
8. Maintain classroom discipline.
9. Communicate with parents and caregivers.
10. Assist in the completion of assessments and screenings.
11. Assist with data collection for screenings and assessments in accordance with Child Care Division and Quality Rating Improvement System (QRIS) guidelines.
12. Collaborate with colleagues to provide consistency across multiple classrooms.
13. Assist in collecting data to meet Child Care Division and QRIS Standards.
14. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.

15. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
16. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
17. Assists parents and community members as needed.
18. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
19. Complies with professional development activities as required by the District.
20. Holds expectations for high performance of self and students.
21. Demonstrates computer literacy and operates software programs as related to job responsibilities.
22. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
23. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
24. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
25. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIREMENTS:**

1. Criminal Justice Fingerprint Clearance
2. Food Handlers Card
3. Child Care Division Background Check
4. Professional development as required by the Child Care Division, some of which may occur in the evenings or on weekends.
5. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
6. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
7. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
8. Possible exposure to bodily fluids due to student or employee illness or injury.
9. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
10. May be required to translate and/or interpret.
11. Occasionally performs other duties as required by supervisor.

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No

If yes, see addendum to Early Childhood Education Instructor description.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 193 days, subject to change. Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

---

Employee Name (Print)

---

Employee Signature

---

Date