BUENA PARK SCHOOL DISTRICT

EARLY LEARNING EDUCATOR II

DEFINITION:

Under the direction of the Administrator of Early & Expanded Learning or designee, plans, organizes, and implements approved developmentally appropriate curriculum for the development of children enrolled in the District's early learning programs; provides a safe and nurturing learning environment conducive to the growth and development of all children. This position may work a schedule consistent with the needs of the District's early learning programs, which may differ from the regular school district calendar and work schedule.

EXAMPLES OF DUTIES:

Plan, organize and implement the District's early learning program for children between the ages of eighteen (18) months and five (5) years of age in accordance with approved curriculum, applicable policies and the philosophy of the school and the District; plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, strengths, home languages and individual style and pace of learning; develop goals and objectives consistent with student needs; develop and implement daily lesson plans and assessments to meet developmental needs and interests of children; observe children during indoor and outdoor activities; maintain child portfolios and related records; engage with children and encourage their involvement in activities; utilize skills and specific training to maintain a clean, safe, attractive and positive learning environment which assists children in making a positive transition from home to school and reinforces positive behavior; establish and maintain standards of expected behavior needed to achieve effective participation in activities; maintain an atmosphere that allows each child to grow and develop; conduct parent conferences on children's developmental progress and classroom behavior; provide parent education and involvement opportunities; develop positive public relations through communication and activities; involve parents and families in activities; participate in planning with other staff and collaborating agencies to implement family activities; attend staff meetings, participate in training workshops, conferences, courses, and other professional growth activities as required for early learning staff; maintain all appropriate records in compliance with guidelines; provide training and work direction to assistants and volunteers; attend to the personal needs of assigned children, including toileting as necessary and changing soiled clothing or diapers, provide first aid and tend to children's illnesses; follow District policies and procedures; and perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Concepts of child growth, development and behavior characteristics of children ages eighteen (18) months and five (5) years of age; early learning curriculum and appropriate methods for implementation and assessment; methods of instruction appropriate for young children, including second language learners and children with special needs; principles and practices of supervision and effective child guidance techniques; appropriate English usage, grammar, spelling, punctuation and vocabulary and basic arithmetical concepts; basic record-keeping techniques and management procedures; interpersonal skills using tact, patience and courtesy; early learning and District philosophy, policies and procedures; health and safety procedures and techniques; second language ability desirable.

Ability to:

Ability to perform essential functions of the job with or without reasonable accommodation; plan, organize, and implement approved curriculum for the development of enrolled children; develop daily lesson plans in accordance with established policies; maintain a clean, safe, orderly, attractive and positive learning environment; learn, apply, and explain early learning and District philosophies, policies, procedures, and guidelines; read, write and communicate effectively, in both written and oral form, in English; communicate effectively with a wide range of individuals, including children ages eighteen (18) months to five (5) years of age and adults, demonstrating poise, patience and understanding; establish and maintain cooperative working

relationships with children and adults; observe and evaluate student learning; demonstrate cross-cultural understanding and respect; work independently and prioritize projects, maintain records, equipment and facilities in an effective manner; provide for the safety, health and social-emotional needs of participating children; make responsible decision regarding the welfare of children; assist with children's personal needs; use discretion and good judgment in the handling of confidential material; review and inspect the work performed by support personnel; adapt to changes in schedule and work environment; observe health and safety regulations; learn and administer first aid and CPR, as needed; be resourceful, show initiative and use integrity and discretion.

EXPERIENCE AND EDUCATION AS REQUIRED:
Bachelor's degree or higher in ECE or related field, with three semester units of supervised ECE field experience

-AND-

Site Supervisor Permit

CERTIFICATE REQUIREMENT:
Site Supervisor Permit and BA or higher degree in ECE or CD.
Prior to employment, employee must have completed 16 hours of health and safety training which includes:

(A) A pediatric first aid card issued either by the American Red Cross or the American Heart Association, or by a training program that has been approved by the Emergency Medical Services Authority
(B) A pediatric CPR card issued either by the American Red Cross or the American Heart Association, or by a training program that has been approved by the Emergency Medical Services Authority
(C) A preventative health practices course that includes instruction in the prevention of infectious diseases, immunizations, prevention of childhood injuries, and one of hour of childhood nutrition as part of the preventative health practices course (online or at home study courses not accepted)

LICENSE REQUIREMENT:
Must possess a valid California driver's license and a good driving record.

CONDITION OF EMPLOYMENT:
Insurability by the District's liability insurance carrier.

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