

## Early Childhood Teacher - Certified

<b>DEPARTMENT:</b>	Early Childhood	<b>REPORTS TO:</b>	Principal/Assistant Principal
<b>WORK SCHEDULE:</b>	10 months	<b>COMPENSATION:</b>	Certified Salary Schedule <i>(as of July 2024)</i>
<b>FULL/PART TIME:</b>	Full Time	<b>FLSA STATUS:</b>	Exempt

### Position Description

An Early Childhood Teacher has the primary function to develop academic, social-emotional, and/or motor skills for pre-Kindergarten students at Kirkwood School District. Lead a team of EC Educators to plan lessons based on individual student needs, engage parents, and collect and analyze relevant developmental data.

Task Title	Essential Job Functions	Percent of Time Spent
Instruction, Planning, & Assessment	<ul style="list-style-type: none"> <li>• Coordinate the teaching team to plan and implement the early childhood program while adhering to district policies and philosophies of the school.</li> <li>• Direct and delegate classroom activities among teaching team.</li> <li>• Gear the program to the needs of individual children with concern for their interests, needs, and kindergarten readiness standards.</li> <li>• Prepare and adapt instructional materials.</li> <li>• Lead ongoing evaluation procedures as needed to assess the developmental levels of the children.</li> <li>• Use data on student progress to guide curriculum planning and modify instruction.</li> <li>• Monitor students during independent activities and assist them as needed.</li> <li>• Implement whole-group instruction ensuring to meet the needs of students and prepare students for kindergarten readiness.</li> <li>• Provide tutorial assistance to students on a one-to-one or small group arrangements.</li> <li>• Assist in providing practice and reinforcement activities for students as follow-up to direct instruction.</li> <li>• Support children's emotional and social development, encouraging understanding of others and positive self-concepts.</li> <li>• Work with Early Childhood Special Education teachers to develop and provide a comprehensive IEP in the least restrictive environment.</li> <li>• Represent the general education setting during student IEP meetings.</li> </ul>	55%
Student Supervision & Care	<ul style="list-style-type: none"> <li>• Ensure the safety of children during employment hours including classroom, halls, play areas, and on field trips.</li> <li>• Foster an inclusive classroom community to ensure each student experiences a sense of belonging.</li> </ul>	15%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> <li>● Consider individual children in relationship to their cultural and socioeconomic background. Treat each child with dignity and respect and help the child become aware of their roles as in integral member of a group or society</li> <li>● Check each child upon arrival for illness.</li> <li>● Instruct children in health, personal habits, and self-help skills, such as eating, resting, and toilet habits.</li> <li>● Perform behavior management tasks as directed.</li> <li>● Implement the behavior support plans as designed including crisis prevention/intervention methods.</li> </ul>	
Communication & Administrative Tasks	<ul style="list-style-type: none"> <li>● Maintain records, notes, portfolios, and other information regarding the progress of children.</li> <li>● Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.</li> <li>● Provide consistent and effective parent communication.</li> <li>● Conduct or assist with parent conferences on children's school adjustment, progress and growth and classroom behavior.</li> <li>● Perform general administrative tasks, such as taking attendance, completing paperwork, and making phone calls.</li> </ul>	14%
Cleaning	<ul style="list-style-type: none"> <li>● Responsible for the ordered arrangement, appearance, décor and learning environment of the classroom</li> <li>● Maintain a safe play and learning environment.</li> <li>● Collaborate with team to complete housekeeping responsibilities such as cleaning tables, sweeping floors, and maintaining bathroom cleanliness.</li> <li>● Sanitize toys and play equipment.</li> <li>● Organize and store toys and materials to ensure order in activity areas.</li> </ul>	8%
Professionalism	<ul style="list-style-type: none"> <li>● Collaborate with various professionals and advocates to ensure student success.</li> <li>● Serve as resource for parents regarding outside agencies and supplemental education materials.</li> <li>● Assist the administration with teacher training activities.</li> <li>● Participate in the recommended training program, conferences, courses, and other aspects of professional growth.</li> <li>● Assist in Public Relations events sponsored at the school</li> <li>● Complete minimum 18 hours of Continuing Education per calendar year and provide certificates</li> <li>● Obtain specialized training as needed for area of assignment or unusual need of assigned children (e.g. Braille, American Sign Language)</li> </ul>	8%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** Directing, Developing or training
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program

### Qualifications

#### Required

- **Education:** Bachelor's Degree in Early Childhood or a related field
- **Licensure:** Missouri teaching certificate in Early Childhood Education or Early Childhood Special Education
- Ability to lift and carry up to 50 pounds.

#### Preferred

- **Previous Work-Related Experience:** Two or more years of previous teaching experience or experience working with young children in a formal education setting.
- **Certificates, Certifications, or Other Training:** CPR certification, First Aid training, Positive behavior supports training

### Knowledge & Skills

#### Knowledge

- **Basic**
  - Administrative: Administrative and office procedures, functions, and basic office tasks
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Food production: Techniques and equipment for preparing food, including storage/handling techniques.
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Positive behavior supports
- **Advanced:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects. Knowledge of developmentally appropriate practice and Missouri Pre-K Standards.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Active Learning, Active Listening, Learning Strategies, Monitoring, Coordination, Instructing, Social Perceptiveness
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading Comprehension, Writing, Time Management, Service Orientation, Judgement and Decision-Making, System Evaluation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Science, Material Resource Management, Negotiating, Persuasion
- **Rarely (Less than 1 hour or 12% of the day):** Equipment Selection, Personnel Resource Management

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Walking, Balancing, Finger Dexterity, Reaching, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Sitting, Carrying/Lifting, Multi-Limb coordination, Pulling/Pushing,
- **Rarely (Less than 1 hour or 12% of the day):** Climbing, Repetitive Motion

### Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Heavy work: Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.*

### Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting rooms, classrooms, libraries, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

## EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024