

CERTIFICATED JOB DESCRIPTION

RESOURCE PERMIT TEACHER (Staff Development)

JOB SUMMARY:

Under the supervision of the department Director or Coordinator, plans and implements school and department staff development and coaching for a variety of curricular areas to improve and expand the instruction and services provided in the Early Childhood Education Department.

ESSENTIAL JOB FUNCTIONS:

- Organizes and conducts staff development.
- Works with the Early Childhood Education Department team and Instructional Leadership Team (ILT).
- Provides leadership in curriculum development projects and program implementation.
- Models strategies for and coaches classroom teachers.
- Provides support and assistance to staff members in a variety of areas, including preschool assessments, program requirements, and specific grant program requirements.
- Assists with the selection and implementation of new curriculum materials and instructional software.
- Works collaboratively with staff to implement instructional programs.
- Participates in professional development, including extended professional development opportunities, to meet the needs of the schools and department.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credential**
Child Development Master Teacher Permit, Site Supervisor Permit, or Program Director Permit.
- **Education**
Bachelor's Degree.
- **Personal Qualities**
Ability to provide leadership, self-initiate, communicate effectively orally and in writing, and work with new and experienced staff. Knowledge of up-to-date theories, techniques, and methodologies related to curriculum and instruction, for early childhood educators.
- **Experience**
Five years experience as a classroom teacher, demonstrated success in teaching preschool pedagogy especially as it relates to oral language and English Language Development, experience with staff development, and mentoring preferred. Knowledge and experience with technology.