



**Job Description**  
Prepared/Revised: January 2026

Job Title:	<b>ECT (Early Childhood Teacher-CDEC)</b>	Job Code:	<b>080618</b>
Job Family:	<b>Preschool</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Shift Differential:	<b>No</b>
Typical Work Year:	<b>9 months</b>	Pay Range:	<b>G8</b>

**SUMMARY:** Provide a developmentally appropriate Universal Preschool Program (UPK) in an inclusive classroom serving 3, 4, and 5-year-olds that may have a disability, may be typically developing or may be at risk for delays in learning and development. Collaborate with team members including early childhood teachers and assistants as well as special education related service providers to plan appropriate learning experiences and to carry out ongoing child assessments in accordance with district and state requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. In collaboration with team members, design and implement developmentally appropriate lesson plans, learning environments, and daily routines that support positive outcomes for young children. Facilitate play-based learning opportunities that support individual child goals. Interact with children using positive guidance strategies to minimize challenging behaviors. Use Colorado Early Learning and Development Guidelines to inform program design and implementation. Perform clerical duties related to State licensing, Results Matter, TS Gold Universal Screening, Colorado Shines, and other related work. Follow guidance from special education service providers for modifying activities, implementing accommodations, and using assistive technology effectively. Use ongoing authentic assessment to monitor child progress, inform planning and meet district and state reporting requirements.	D	35%
2. Prepare learning materials, update learning centers, maintain classroom supplies and maintain a clean educational environment in accordance with all state and regulatory agencies.	D	15%
3. Coordinate with team members to help keep families informed about classroom news and important resources available in the district and the community. Respond to family questions and concerns. Schedule and complete family conferences aligned with district and elementary school protocols to share child progress. Maintain confidentiality at all times.	D	10%
4. Collaborate with early childhood education administration to assist with training, supervise and support early childhood teacher assistants (ECTA) and/or Preschool Site Aides. Prioritize, schedule, and assign work. <i>This may also include high school ECE students enrolled in an approved Adams 12 training program.</i>	D	10%
5. Assist with all areas of physical needs for all students, including performing daily routines, safety monitoring of all activities inside the classroom and during outdoor activities, toileting and/or diapering, specialized dietary requirements, assisting with meal service and clean up, and medical needs as delegated by the Preschool Registered Nurse.	D	8%
6. Meet weekly with classroom teams to plan lessons, review child progress, and strengthen coordination of team dynamic. Participate in school level professional development and trainings.	W	8%
7. Participate in required early childhood education professional development activities and maintain up-to-date certification in district and state required areas. Through the use of district information technology systems, may perform financial responsibilities by submitting timely purchase reports for supplies and materials.	M	10%
8. Performed assigned duties pertaining to current and relevant programming models.	A	3%
9. Perform other related job duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- All candidates must be able to provide proof they are Early Childhood Teacher qualified consistent with Colorado Department of Early Childhood regulations.
- Experience with preschool-age children required.
- Experience with implementation of curriculum, lesson planning, and data collection.
- Supervisory experience preferred.
- Must be a minimum of 18 years old.
- Provide Professional Development Information System (PDIS) credential

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications within three months of entering position.
- Universal Precautions and Medication training required within three months of entering position.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Additional successful completion of a post-hire physical examination required on a yearly basis.
- Interrater Reliability (IRR) training 3 times a year

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem-solving skills.
- Ability to work with a large population of children with special needs.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to sit and rise from the floor and low chairs.
- Ability to diffuse and manage volatile & stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Preschool Site Director	1050

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for supervising children in class, common areas and on the playground.
- Acts as a lead for Early Childhood Teaching Assistants (ECTA) and Preschool Site Aides by providing leadership, direction, guidance, delegation, and assignment of work.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	X
Walk			X	X
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X	X	
Instruct				X
Compute		X		
Synthesize		X	X	
Evaluate		X	X	
Interpersonal Skills				X
Compile		X	X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X

<b>VISION DEMANDS:</b>	<b>Required</b>
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X