

Early Childhood Educator I

DEPARTMENT:	Early Childhood	REPORTS TO:	Principal
WORK SCHEDULE:	10 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Non-Exempt

Position Description

An Early Childhood Educator I is responsible for the supervision, educational and social emotional development, and care of children between the ages of 2 and 5 years for the Kirkwood Early Childhood Center (KECC). Collaborate with the teaching team to prepare students for Kindergarten.

Task Title	Essential Job Functions	Percent of Time Spent
Instruction	- Plan and implement the early childhood program while adhering to district policies and philosophies of the school. - Assist in the preparation and adaptation of instructional materials. - Assist in the ongoing evaluation procedures as needed to assess the developmental levels of the children. - Gear the program to the needs of individual children with concern for their interests, special talents, needs, individual style and pace of learning. - Monitor students during independent activities and assist them as needed. - Implement whole-group instruction ensuring to meet the needs of students and prepare students for kindergarten readiness. - Provide tutorial assistance to students on a one-to-one or small group arrangements. - Assist in providing practice and reinforcement activities for students as follow-up to direct instruction. - Support children's emotional and social development, encouraging understanding of others and positive self-concepts. - Participate in individual student IEP's as needed. - Conduct or assist with parent conferences on children's school adjustment, progress and growth and classroom behavior.	35%
Student Supervision and Care	- Ensure the safety of children during employment hours including classroom, halls, play areas, and on field trips. - Foster an inclusive classroom community to ensure each student experiences a sense of belonging. - 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 - Check each child upon arrival for illness.	30%

Task Title	Essential Job Functions	Percent of Time Spent
	● Assist in implementation of special health, occupational, physical therapy plans. ● Instruct children in health, personal habits and self-help skills, such as eating, resting, and toilet habits. ● Assist in preparing food and serving meals and refreshments to children. ● Regulate children's rest periods. ● Maintain records, notes, portfolios, and other information regarding the progress of children. ● Keep records on individual children, including daily observations and information about activities, meals served, and medications administered. ● Perform behavior management tasks as directed. ● Implement the behavior support plan as designed including crisis prevention/intervention methods. ● Perform general administrative tasks, such as taking attendance, editing internal paperwork, writing newsletter supplements, and making phone calls.	
Cleaning	● Responsible for the ordered arrangement, appearance, décor and learning environment of the classroom ● Maintain a safe play and learning environment. ● Collaborate with team to complete housekeeping responsibilities such as cleaning tables, sweeping floors, and maintaining bathroom cleanliness. ● Sanitize toys and play equipment. ● Organize and store toys and materials to ensure order in activity areas.	25%
Professionalism	● Collaborate with various professionals and advocates to ensure student success. ● Provide consistent and effective parent communication. ● Serve as resource for parents regarding outside agencies and supplemental education materials. ● Adhere to Missouri State Licensing and accreditation expectations. ● Participate in the recommended training program, conferences, courses, and other aspects of professional growth. ● Assist in Public Relations events sponsored at the school ● Complete a minimum of 15 hours of Continuing Education per calendar year and provide certificates. ● Obtain specialized training as needed for area of assignment or unusual need of assigned children (e.g. Braille, American Sign Language, child/adult CPR, Trauma Informed Practices).	10%

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:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Two years of college/associate degree in early childhood education or a related field.
 - High school diploma/GED and 2 or more years of experience working with young children.

Preferred

- Child Development Associate (CDA) credential
- CPR certification, First Aid and CPI training

Knowledge & Skills

Knowledge

- **Basic**
 - Administrative: Administrative and office procedures, functions, and basic office tasks
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
 - Trauma informed practice
- **Intermediate:**
 - Food production: Techniques and equipment for preparing food, including storage/handling techniques.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Health Services: Treating and preventing disease and improving and preserving physical and mental health and well-being.
- **Advanced:**
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (more than 5.6 hours or 69% of the day):** Speaking, Active Listening, Learning Strategies, Coordination, Social Perceptiveness

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Active Learning, Critical Thinking, Monitoring, Instructing,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Reading Comprehension, Service Orientation, Complex Problem Solving, Judgement and Decision-Making,
- **Rarely (Less than 1 hour or 12% of the day):** Science, Time management, Negotiation

Working Conditions

Physical Demands

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

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

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

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields. Occasionally exposed to varying, inclement weather conditions.

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: April 3, 2024