

# **LAKEVILLE AREA SCHOOLS**

## **POSITION DESCRIPTION**

**POSITION TITLE:** ECFE Early Childhood Teacher

**DEPARTMENT / BUILDING:** Early Childhood Family Education / Crystal Lake Education Center

**TITLE OF IMMEDIATE SUPERVISOR:** Director of Early Learning

**BARGAINING UNIT:** EML

**EXEMPT/NON-EXEMPT:** Exempt

**LOCATOR (HR use only):** 002

### **POSITION SUMMARY:**

The ECFE Early Childhood teacher plans and implements a program of instruction that adheres to the highest standards of early education as defined by the Minnesota Early Childhood Indicators of Progress, and is in keeping with the philosophy and goals of Early Childhood Family Education. The ECFE Early Childhood Teacher is responsible for all aspects of planning, instruction and evaluation of children ages 0-5 and their families enrolled in the program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Works together with a team (parent educator, assistant, program specialists) that supports the implementation of standards-based learning activities; taking into consideration parent education topics when planning for parent-child interaction.
2. Set up and maintain a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children ages birth to 5 years old.
3. Maintain primary responsibility for the lesson planning, environment, data collection and record keeping associated with highest quality developmental/educational programming for program participants. This will include all activities related to parent/child interaction time and child-only time as well as those assignments which may involve no parent-child separation.
4. Responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled as defined by the Minnesota Early Childhood Indicators of Progress using evidence-based instructional methods to implement culturally relevant, differentiated instruction.
5. Create and communicate a class syllabus and lesson plans with sufficient detail to demonstrate alignment with developmental objectives, the Minnesota Early Childhood Indicators of Progress, broad coverage of all content areas, environment considerations consistent with adopted curricula and accommodations for individual interests, needs and ages of the children.
6. Assesses students using a variety of appropriate assessment methods. Uses assessment data to provide feedback, document student progress, inform and individualize instruction, and to share with administration for specific needs in the curriculum.
7. Maintain assessment information in a confidential manner and consisting of developmental assessments, individual goals, and observations of progress toward

meeting goals and logging with colleagues.

8. Ability to work independently, exercise mature judgment and address children’s behavior in a positive manner.
9. Meet with Early Childhood Special Education staff as needed to ensure quality programming for students with educational needs, attend IFSP and/or IEP meetings, and implement individualized plans as recommended by ECSE staff.
10. Assist in program level evaluation through ongoing monitoring, assessment and input in a continuous improvement model.
11. Follow referral protocols and procedures and consult with colleagues and district specialists as required when there is a concern for developmental delays, health and other concerns for children.
12. Respect the confidentiality of records and information regarding students, parents, and other staff in accordance with accepted professional ethics, and state and federal laws.
13. Provide daily guidance and direction to Assistants by communicating duties verbally and in writing, by posting duties, lesson plans, schedules and direction for support of assessment.
14. Participate in district-wide professional development and program specific professional development.
15. Contribute to staff meetings and Professional Learning Communities.
16. Participate in program, building and district committees as appropriate.
17. Participate in open house and afterschool events when needed.
18. Stay current with research, legislation, technology and other factors which influence work with young children and their families.
19. Stay current and knowledgeable of district and community resources.
20. Provide educational support and resource information to parents as needed.
21. Other duties as assigned.

**REQUIRED QUALIFICATIONS** (Specific training or job experience required before appointment):

1. Valid Minnesota Teaching License in: Early Childhood Education, Early Childhood Family Education or PreK.
2. Strong working knowledge of Minnesota Early Childhood Indicators of Progress and early childhood assessment tools and practices, positive behavior intervention and support, and Conscious Discipline concepts.
3. Able to work with small and large groups, one-on-one, and in multiple school settings as well as working with a range of children ages birth-age 5, parents and family members.
4. Skilled in use of various computer programs (Google Suite, email, etc.) and with technology used by staff and students (iPads, computers).
5. Willingness to accept direction from supervising teacher(s) and administrators.
6. Strong communication skills with students and adults.

<b>Employee is required to:</b>	<b>Never</b>	<b>Occasionally 1-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 66-100%</b>
Stand				X
Walk				X

Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
More than 100 pounds	X			

**DATE:** 07/22/24