

Preschool for All Early Childhood Teacher

	<i>RESPONSIBILITIES</i>
Requirements	Professional educator license endorsed in early childhood education OR educator license with stipulations in early childhood and one of the following endorsements: provisional educator, alternative provisional educator, resident teacher, or visiting international educator OR Gateways Level 5 credential.
Reports to	PFAE Instructional Leader
Employment Terms	190 days
Curriculum, Assessment & Instruction	<ul style="list-style-type: none"> ● Supervise children to insure their safety and well-being ● Implement and monitor curriculum and student performance related to the curriculum ● Work cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with particular needs. ● Attend staff meetings and serve on committees required, including parent/teacher and parent education. ● Confer with other teachers to discuss plans and decisions regarding the appropriate educational program for students with special needs. ● Prepare written reports related to curriculum, assessment and instruction; reports related to individual children; and other reports required by the grant. ● Participate in EC special education staffing meetings, as required. ● Identify the needs of learners: <ul style="list-style-type: none"> ○ Use available data to identify needs, plan work, and guide learning process ○ Provide for meaningful experiences to meet the needs and abilities of individual children ● Prepare lessons/objectives: <ul style="list-style-type: none"> ○ Plan for instruction which reflects core curriculum and reveals long range planning from which daily plans are developed ○ Select and sequence content appropriate for the learner ○ Set clear student-centered objectives at appropriate levels of difficulty ○ Select and organize varied materials and resources which reflect the course objectives ● Use class time effectively: <ul style="list-style-type: none"> ○ Handle routine tasks quickly and with minimum time ○ Transition children between learning experiences ○ Begin instruction promptly ○ Provide materials essential to the learning ● Evaluate the effectiveness of instruction and student progress <ul style="list-style-type: none"> ○ Relate evaluation to grant and program objectives ○ Use formal and informal assessment techniques
Recruitment & Screening	<ul style="list-style-type: none"> ● Support program efforts to identify and recruit the most at-risk children in the community ● Participates in the screening and enrollment process

	<ul style="list-style-type: none"> • Work with other classroom teachers, family educator, and the instructional leader to plan workshops, field trips, child/family events in an effort to engage families in cultural and social enrichment
Parent Communication & Feedback	<ul style="list-style-type: none"> • Work with the Family Educator and Community Systems Navigator to provide referrals, resources, and services that address the needs of families and conduct follow-up to ensure effectiveness of services • Work with Family Educator to conduct home visits • Conduct fall and spring parent-teacher conferences • Provide timely and constructive feedback to students and parents • Plan and assist with kindergarten transition activities (kindergarten visit days, etc.)
Paperwork	<p>Maintain records in orderly, timely fashion; submit to support staff:</p> <ul style="list-style-type: none"> • Time & Effort • Mileage and expense records • Record of days worked, if needed • Contact record
Network and Collaborate	<p>Attend Early Childhood Networking and Professional Learning Opportunities Act as liaison to external agencies</p>
Training	As needed, request training based on individual interests and duties.
Other	Other duties as assigned