

Union Public Schools Position Description

Position Title: 3 Year Old Center-Based Classroom Educator
Department: Teaching and Learning
Reports To: Director of Early Childhood

FLSA Designation: Exempt

SUMMARY: Responsible for the total classroom operation per federal Head Start Performance Standard 1304.21 and any additional standard referring to classroom activity. Provide daily services to children who turn three by September 1, and their families, who qualify under 185% federal poverty guidelines. Assist parents to understand the characteristics of normal development while giving them the knowledge to stimulate the learning and growth potential in their children. Provide and extend resources to parents in the area of education, health, nutrition, family goal setting, and crisis intervention.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Works to prevent school difficulties by educating parents about development, appropriate expectations, and methods to facilitate learning.
- Performs service for individual students to correct social/education difficulties.
- Maintains accurate record keeping as required on service provided.
- Plans and coordinates activities to stimulate growth in cognitive, language, social and motor skills.
- Stays current on curriculum and instruction trends and research for young children.
- Completion of West Education training as well as other professional development opportunities.
- Assesses families' needs and connects families to appropriate agencies/services.
- Cooperates and seeks assistance from other professional staff members and volunteers.
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Complies with the education content mandates of the Head Start Performance Standards, program assessment, and work plans.
- Plans, develops and implements an individual daily schedule that is developmentally appropriate based on parental input and observations.
- Develops weekly lesson plans with objectives and individualization to meet each child's development needs.
- Utilizes assessment software to track each child's individual developmental skill level.
- Utilizes pre and post assessment software to track each child's literacy outcomes as required by performance standards, collaborate with Community Action Project regarding assessment outcomes.
- Conducts at least two home visits and parent conferences, per child, within the allotted time period.
- Provides high quality three-year-old care on a daily basis in a safe, stimulating and nurturing environment.
- Attends a minimum of one parent activity per month.
- Reports children's absences according to procedure, to maintain at least an 85% attendance record.
- Supervises transportation needs of children when required.

- Participates as a member of a class-based management team once a month or as required; maintain records and submit reports on children, daily attendance and files.
- Works with all children including those with disabilities and/or children whose developmental age or stage may be delayed (i.e., toileting, changing).
- Encourages parent involvement and maintain good parent/teacher relationships.
- Accessible to parents/community members to promote and strengthen home/school/community relationships.
- Consistent and punctual attendance, including after school and/or evening activities.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, and 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.*

EDUCATION and/or EXPERIENCE: Bachelor's degree, bilingual background preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Early Childhood Certification preferred, and valid Oklahoma Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicate clearly with parents of young children about education and parenting issues.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of instructional programs; ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to 5. Knowledge of constructive parenting techniques that facilitates learning.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children may be required.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately noisy in the presence of young children.