



Job Title:	ECT (Early Childhood Teacher-CDHS)	Job Code:	080618
Job Family:	BASE, Preschool and After School Programs	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical Work Year:	9 months	Pay Range:	G17

SUMMARY: Provide a developmentally appropriate preschool program 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 assessment 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 in warm, supportive and responsive ways. Use positive guidance strategies to minimize challenging behaviors. Use National Association for Education of Young Children (NAEYC) guidelines, the Colorado Quality Standards and the Colorado Early Learning and Development Guidelines to inform program design and implementation. Follow guidance from special education service providers for modifying activities and using assistive technology effectively. Use ongoing authentic assessment to monitor child progress, inform planning and meet district and state reporting requirements.	D	40%
2. Prepare learning materials, update learning centers, maintain classroom supplies and maintain a clean educational environment in accordance with State regulations.	D	10%
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 in order to share child progress. Maintain confidentiality at all times.	D	10%
4. Collaborate with early childhood education administration to train, supervise and support early childhood teacher (ECT) assistants. Prioritize, schedule and assign work.	D	10%
5. Perform clerical duties related to State licensing, Results Matter, Child Find, the Colorado Preschool Program and other related work.	W	7%
6. Meet weekly with classroom teams to plan lessons, review child progress and strengthen coordination of team functioning.	W	7%
7. Participate in required early childhood education professional development activities and maintain up-to-date certification in district and state required areas.	M	5%
8. Through the use of district information technology systems, perform financial responsibilities by submitting timely purchase reports for supplies and materials.	M	5%
9. Performed assigned duties pertaining to Colorado Preschool Program (CPP) screenings	A	4%
10. Perform other related job duties as assigned.	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- **All candidates must be Early Childhood Teacher qualified consistent with Colorado Dept. of Human Services regulations through one of the following means**
- http://media.wix.com/ugd/97dde5_2c4b82bfa280a28ca674ab070088aca0.pdf
- Experience with preschool-age children required.

- Experience with implementation of curriculum, lesson planning, data collection and supervision and management of adults is preferred.
- Supervisory experience preferred
- Must be a minimum of 18 years old.

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 pre-hire post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- 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 communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- 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.

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:

	POSITION TITLE	JOB CODE
Reports to:	Early Childhood Education Director	060508

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Preschool Site Leader, Aides	1-2	varies

- Responsible for supervising children in class, common areas and on the playground.
- Acts as a lead for Preschool Site Leaders and Aides by providing leadership, direction, guidance, delegation, assignment of work and input into performance appraisals.

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	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance			x	
Stoop, kneel, crouch, or crawl			x	
Talk				x
Hear				x

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		
Up 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		
Instruct				x
Compute		x		
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile		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)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	x