



SPECIALIST-EARLY CHILDHOOD EDUCATION

DEFINITION:

Under the supervision of the Administrator-Early Childhood Education, performs various duties in support of the Early Childhood Education program including providing a learning environment and preparing and presenting materials and activities for preschool-age children; maintains student attendance information; maintains an assigned classroom in a clean, organized and welcoming manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides a learning environment and prepares and presents materials and activities appropriate to the development of motor and sensorial skills, the acquisition of language and literacy skills, the development of math skills and other assigned learning activities; oversees the health and safety of children while in the classroom.
- Regularly prepares and presents parent education programs as assigned.
- Maintains assigned classroom in a clean, organized and welcoming manner; prepares assigned instructor-made materials required by the program.
- Evaluates the individual needs of each child as assigned; maintain developmental and progress records as assigned.
- Maintains attendance records according to established procedures.
- Maintains regular contact with parents and participates in regularly scheduled parent conferences as assigned.
- Assists in snack and mealtime activities as necessary.
- Operates assigned office and classroom equipment including a computer and assigned software, copy machine and laminating machine.
- Communicates with personnel and families to exchange information, coordinate activities and resolve issues or concerns.
- Attends staff meetings, workshops, in-services, parent meetings and functions related to assigned activities.

QUALIFICATIONS GUIDE

Knowledge of:

- Basic principles and practices of early child development.
- Child guidance principles and practices.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Develop and implement instructional activities to enhance student skills in designated developmental areas.
- Determine appropriate action within clearly defined guidelines.
- Learn policies and objectives of assigned program and activities.
- Assist with planning and implementing a variety of educational activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment.
- Maintain records.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in early childhood education including 12 units in Early Childhood Education and experience working with preschool-age children in an educational setting. Bachelor's degree and 1 year experience working in preschool setting preferred.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read a variety of materials and monitor students.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling objects up to 50 pounds.

WORK ENVIRONMENT:

Classroom 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 usually moderate.

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