

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION EARLY CHILDHOOD INSTRUCTOR

QUALIFICATIONS:

- (1) Associates degree in Early Childhood, or Associates degree in another area with a Child Development Associate certificate, and
- (2) Three years successful experience as a childcare worker or in a related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with at-risk three and four year old children and their families. Knowledge of developmentally-appropriate practices and curriculum. Ability to plan instructional activities and to work, as a team, with other staff for maximizing services/program effectiveness. Ability to maintain accurate records and appropriate documentation of program implementation requirements.

REPORTS TO:

School Principal/Early Childhood Program Manager

JOB GOAL

To provide instructional services to student and parents in the Early Childhood program.
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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Plans, implements, and evaluated classroom learning activities.
- (2) Assess individual learning needs.
- (3) Assess home environmental, health, and social needs and makes referrals to appropriate staff.
- (4) Develop individualized plans to meet student needs.
- (5) Provide instruction related to nutrition and health.
- (6) Organize and manage daily activities that will reinforce learning experiences for children and enhance life for families.
- (7) Conduct two (2) home visits and two (2) school-site conferences per year with each family
- (8) Assist in providing parent training activities that will reinforce learning experiences for children and enhance life for families.
- (9) Evaluate the progress of each child based upon assessment on individual needs.
- (10) Insure strict confidentiality of all school, student, and parent records and data.
- (11) Complete all required trainings per Early Childhood program requirements (Head Start and VPK)
- (12) Perform other duties as assigned by the Principal, Head Start Program Manager and/or Director.
- (13) Other duties assigned by the immediate administrator or supervisor.

Board Approved April 20, 1998

Amendments Board Approved April 15, 2003, July 17, 2007, January 19, 2010, April 21, 2015

EARLY CHILDHOOD INSTRUCTOR (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 26-30

196 days

7.75 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel using instructional personnel criteria.