

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Early Childhood Educator
Prepared Date: 10/31/2016
Revised Date: 9/1/2021
Work Year: 165 days
Department: Early Childhood
Reports To: School Principal/Early Childhood Specialist
Salary Range: Early Childhood Educator Salary Schedule
Benefits: Fringe benefits based on PESPA Negotiated Agreement
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The Early Childhood Educator functions as a member of the Preschool teaching team. The Educator applies research-based knowledge of child development and the stages of learning for preschoolers to promote student growth and achievement at a rate appropriate to age and stage of development. The Educator organizes and maintains a learning environment along with varied learning experiences conducive to social/emotional, cognitive, and physical, language, literacy, and mathematical development for preschool age children. Responsibilities includes but are not limited to maintaining a clean and safe learning environment, feeding, changing diapers, documentation of individual student progress/completing data reports, and conferencing collaboratively with parents.

QUALIFICATIONS:

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. 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.

REQUIRED:

- Must meet the minimum state licensing requirements for Early Childhood Teacher (formally known in the district as “Group Leader”) as per the Colorado Department of Human Services, Child Care Licensing Division OR be able to complete minimum requirements within the first year of employment
 - Minimum requirements include two Early Childhood Education college courses (ECE 101 OR ECE 103 and any other ECE college course) and a minimum of two years (3,640 hours) of experience with children under the age of six years
- May meet the minimum state licensing requirements for Large Center Director (as per the Colorado Department of Human Services, Child Care Licensing Division
 - Minimum requirements include thirty (30) semester hours of specific college course work in Early Childhood Education and a minimum of two years (3,640 hours) of experience with children under the age of six years

PREFERRED:

- Experience/knowledge in Early Childhood field.
- Previous experience working with students with special needs
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to work as a member of a team concept
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, city/county officials, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Ensures developmentally appropriate practices (DAP) occur through an “active learning” approach and in compliance with the Colorado Department of Quality Standards for Early Childhood Programs when implementing the district curriculum.
- Responsible for overall classroom management to meet the social and emotional needs of students enrolled
- Responsible for student assessments, including but not limited to TS Gold
- Responsible for planning, preparing and carrying out student learning opportunities based on current and on-going knowledge of individual student needs and the goals of the preschool program
- Responsible for adapting the curriculum and explicit/direct instruction to meet the needs of individual children identified for special education services; work with children individually or in small groups; attend special education meetings to support the development of classroom activities when requested; initiate referrals when necessary
- Work cooperatively with team members to engage families and parents in Family Partnership Events, parent-teacher conferences, and other assigned/created parent events
- Develop action plans when necessary and work with children to achieve independent self-help skills to include toileting, potty-training, and diapering as needed and assist students with preparing for and taking part in classroom snacks/meals
- Recognize the needs of young children and interact with all stakeholders in a spirit of respect, courtesy, and confidence
- Function as a preschool team member, take appropriate measures to communicate expectations effectively, offer solutions for work problems, and take action for self-improvement
- Demonstrate understanding of job responsibilities, model appropriate team leadership skills, maintain consistent attendance and punctuality to work, appropriate appearance and dress, and observe established safety and health standards
- Teach and interact with students in order to effectively provide early childhood education/intervention services in a multiage and inclusive preschool setting
- Work cooperatively with parents, colleagues, and administrators
- Attend and participate in school and district professional development activities
- Where applicable, oversees the day-to-day operation of the classroom such as responding to student behaviors, addressing parent concerns, entering student attendance data in the district student information system, ensuring compliance with licensing (both for the classroom and for individual requirements; i.e., up-to-date director qualifications), health and fire regulations for preschool programs, etc.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by building and program administration

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 DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8.5 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical classroom environment.