

CODE:
FLSA:

**KERSHAW COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION, OCTOBER 2007**

JOB TITLE: EARLY CHILDHOOD TEACHER

GENERAL STATEMENT OF JOB

Under limited supervision, plans and presents developmentally appropriate opportunities for early grade level students to grow emotionally, socially, physically and academically and be prepared for elementary grade level experiences. Reports to the assigned Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans a program of study that meets the individual needs, interests and abilities of students and that will support the skill requirements of the grade level curriculum.

Creates a classroom environment conducive to learning and appropriate to the maturity and interests of the students.

Plans and prepares lesson plans and related activities for assigned classes.

Guides the learning process toward achievement of curriculum goals; establishes clear objectives for all lessons, units, projects, etc., and communicates these objectives to students.

Employs a variety of instructional techniques and media consistent with the physical limitations of the location provided and the needs and capabilities of students involved.

Plans and coordinates field trips.

Assesses the accomplishments of students on a regular basis and provides progress reports as required.

Reports suspected learning and other disabilities to District specialist(s) as appropriate.

Maintains accurate, complete and up-to-date records as required by law, District policy and administrative regulation.

Assists the school administration in implementing all policies and rules governing student life and conduct; develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.

Supervises students, as scheduled, when unloading and loading buses, in the halls, on field trips, during study hall, during lunch and on school grounds to ensure student safety and well-being.

Assists individual children in need of special attention. Supervises the work of volunteers; supervisory duties include instructing, planning and assigning work, reviewing and evaluating work, maintaining standards, coordinating activities, acting on employee problems and recommending employee disciplinary action as appropriate. Offers training, advice and assistance as needed.

Maintains positive relationships with parents; schedules and conducts parent-teacher conferences; conducts home visits as necessary.

Coordinates a parent volunteer program.

Maintains inventory of classroom supplies and equipment; prepares supply requisitions as needed.

Coordinates and/or participates in special programs, projects, workshops or events as required.

Participates in staff in-service training and continuing education as required.

Attends staff meetings and serves on various committees as required.

Receives and reviews student records, test results, assessment reports, etc.

Prepares and processes progress reports, student records, attendance records, annual calendar, assessment reports, lesson plans, display materials, referral forms, purchase orders, communication records, memos, correspondence, various forms, etc.

Refers to policy and procedure manuals, teachers' handbook, intervention guidelines, dictionaries, directories, curriculum materials, catalogs, etc.

Interacts and communicates with Principal, other school administrators and staff, co-workers, District administrators and staff, students, parents, volunteers, community leaders and resource persons, sales representatives and the general public.

Operates various types of machinery and equipment including a computer, printer, copier, laminating machine, fax machine, audio-visual equipment, tape player, die cut machine, book binder, camera, etc.

Uses clerical, secretarial, copier and computer supplies; diagnostic instruments, math manipulatives, school supplies, craft/art supplies, first aid supplies, etc.

ADDITIONAL JOB FUNCTIONS

Maintains a clean and orderly classroom.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in early childhood education plus student teaching / practicum experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Experience working with small children in an educational or daycare setting is desirable.

SPECIAL REQUIREMENTS

Must possess S.C. teacher certification in early childhood education. Compensation may vary with regard to the hours earned beyond a Bachelor's degree and the years served as a certified teacher.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including a computer, copier, telephone, etc. Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of remaining standing for extended periods of time, sitting on the floor, stooping, kneeling and crouching, and some lifting, carrying, pushing and/or pulling of children, objects and materials of moderate weight (12 to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors and giving instruction and/or assignments to students and assistants.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in classroom teaching and the supervision children. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to counsel and teach students. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies and procedures of the Kershaw County School District as they pertain to the performance of duties of the Early Childhood Teacher. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the department and of related departments and agencies. Is able to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively with adults and children. Is able to supervise, guide and support students with patience and kindness. Is able to motivate students to participate in educational activities and to want to learn. Is able to create and present effective, developmentally appropriate lesson plans. Is able to recognize signs of learning, physical, mental and social disabilities and take appropriate action. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing tasks. Is able to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has knowledge of how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the industry. Has knowledge of how to react calmly and quickly in emergency situations. Is able to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.