

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: Early Childhood Educator

WORK YEAR: 200 Work Days

RANGE: 4

GENERAL DESCRIPTION:

Under the direction and supervision of the School Principal and Lead Early Childhood Educator, The Early Childhood Educator will assist with the child care programs by providing supervision of students participating in the Pre-School, Before-School or After-School programs. Those employees placed in the Pre-School setting will be placed on a 200 work day schedule. (Including the entire month of June). Those employees placed in the Before-School or After-School programs will be placed on a 182 work day schedule. This position requires Fingerprinting, TB Testing, CPR training and First Aid Certification.

TYPICAL DUTIES:

1. Assume responsibility for supervision of the participating students
2. Assist with the planning and implementation of curriculum, considering the needs and interests of the individual child
3. Work with staff to arrange learning environments for children and assist with the upkeep and cleanliness of these environments
4. Assist with snack menu preparation and cooking activities, within the daycare program exclusively
5. Communicate effectively between parents of participating children and staff members
6. Assist with the maintenance of program records, including children's files, attendance records and fiscal information, and parent communications
7. Ensure that children are treated in a caring, respectful manner
8. May work with other child-care programs, as needed

QUALIFICATIONS:

Ability to:

- Communicate clearly, both orally and in writing
- Demonstrate a caring, responsible attitude towards children, parents, staff and school personnel, and be able to work in a professional manner
- Demonstrate knowledge of meeting the needs of children, basic nutrition, good housekeeping skills, curriculum development, child growth and development, including general abilities of children at program age levels, health and safety concerns, and positive discipline

REQUIRED/PREFERRED QUALIFICATIONS:

- High School Diploma or equivalent
- 12 college units in Early Childhood Education, Child Development Education, Elementary Education or field related to Title XXII licensing regulations preferred
- One year of leadership experience in a child care setting
- Two years of experience with school age and/or pre-school child care setting

WORKING CONDITIONS:

Environment: Indoor and outdoor work environment. Light to moderate physical effort, including lifting up to 15-25 pounds. Frequent standing, walking and bending.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 4-12-18