



NEW: Submitted:
07/01/2019 06/11/2019

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| JOB TITLE: | INSTRUCTOR II EARLY CHILDHOOD |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IA/GRADE 7 |
| WORK YEAR: | 187 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8154 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the Resource Teacher Early Childhood

Implements procedures for assessing, recording, and reporting student progress

Maintains daily attendance records for students in compliance with District, state, and federal procedures and contacts parents if a student's participation in the program is irregular

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities, and home visitations as required by state and federal guidelines

Maintains accurate records on the program and provides data to appropriate program personnel

Plans regularly with staff and participates in appropriate school meetings and activities; participates in professional developments required by local state and federal mandates

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs health services, if needed, for which training will be provided

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push, or pull light weights

MINIMUM QUALIFICATIONS

One year of successful experience working in an Early Childhood educational setting

Child Development Associate (CDA) or Associate Degree of General Studies Early Childhood

Experience in working with children with special needs and their parents, multi-cultural ethnic backgrounds

Program specific certifications/training

High School Diploma or G.E.D.

Passing score on the Kentucky Para-educator Assessment or 48 college hours

All required training will be complete within 90 days of employment including the required bus monitor training

Effective communication skills

| DESIRABLE QUALIFICATIONS |
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| Experience in teaching multi-age groups with students under the age of five |
| Understanding of developmentally appropriate practices for pre-primary students |
| Experience in a diverse workplace |