



REVISED:  
07/01/2016

JOB TITLE:	EARLY CHILDHOOD INSTRUCTOR III
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA/Grade 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8322
BARGAINING UNIT:	CLAR

**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 Early Childhood resource teacher
- 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 development as required by 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
- Duties may include performance of health services, for which training will be provided
- Performs other duties as assigned by the designated 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 successful experience working in an Early Childhood educational setting
- Bachelor's degree in Child and Family Studies
- Experience in working with children and parents with special needs, multi-cultural-ethnic backgrounds
- Program specific certifications/training
- All required training will be complete within 90 days of employment including the required bus monitor training
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience in teaching multi-age groups with students under the age of five
- Understanding of developmentally appropriate practices for pre-primary students

