



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

JOB TITLE:	INSTRUCTOR III EARLY CHILDHOOD
DIVISION	ACADEMIC SCHOOL
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 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 development as 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

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

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

Performs other duties as assigned by the 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

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

Experience in a diverse workplace