



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Family Education (ECFE) Teacher	Department: Community Education
Immediate Supervisor's Position Title: ECFE Coordinator	FLSA Status: Exempt
Job Summary: Under the direction of the ECFE Coordinator, the ECFE Teacher is responsible for developing, planning, and implementing developmentally appropriate learning activities for children and their parents while serving as a role model and resource for parents in adult/child interactions.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and implements developmentally appropriate learning activities for parents and their children. Plans and implements structured play activities for children on non-parent days.
 - a) Communicates and informs parents of developmental milestones.
 - b) Observe, collects data and assesses each child's progress in ECFE preschool and conferences with parents.
 - c) Selects, creates and implements curriculum for the various ages groups.
- Serves as a role model for parents and children on effective adult/child interaction. Serves as a resource to parents on issues of child development.
- Designs and implements the overall structure of the class including plans for room management and guidance of children.
- Sets up a safe and appealing environment in which to learn. Provides guidance and leads teaching assistants in setting up the room for activities, monitoring play and learning activities, and in implementing plans.
- Communicates with and works as a team with Parent Educator and teacher assistants.
- Collaborates in program planning with other staff.
- Serves as an Early Childhood Screener.
 - a) Administers standardized screening tools (e.g., ESI-P, ESI-K).
 - b) Reports and advises parents on child development issues.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings.
 - c) Keeps abreast of changing developments and trends related to the field.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Early Childhood Education, Early Childhood Special Education or related area.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs of birth to five years. • Knowledge of current trends, theories and technologies pertaining to learning environments and modalities. • Knowledge of screening, assessment and development tools. • Knowledge of the fundamentals of family systems, structure and functions. • Knowledge of subject material, concepts and issues related to grade/subject of instruction. • Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety. • Knowledge concerning the operation and use of computer equipment, office applications and general office equipment.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of six (6) months teaching experience in early childhood education.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Early Childhood Education license issued by the Minnesota Department of Education.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Presenting materials and concepts in an understandable and appropriate manner. • Leading, facilitating and implementing structured play activities, social and learning activities. • Communication skills (e.g. writing, speaking and group facilitation). • Documenting and maintaining appropriate records and services for each child as needed. • Setting up and preparing a proper and safe environment for play and learning. • Collaborating, persuading, communicating and dealing with families, staff, coordinators, children, and other professionals in addressing various problems, issues, concerning or informing them regarding the services/programs of family education.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Teacher Assistants	Total: 2-3

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact and exposure to minor illness.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.</p>