

Vail School District Job Description

Job Title: EARLY CHILDHOOD SPECIALIST

Department: Community Programs

Reports To: Site Director

FLSA Status: Non-Exempt

Classification: Level 13

Revised: 06/26/2018

SUMMARY

Plans, creates, and implements developmentally appropriate educational programs and provides quality care in an environment that allows children to develop to their potential. Children will be engaged in activities designed to promote social, physical and intellectual growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Observes and manages children's behavior at all times.
- Establishes, maintains and promotes a classroom atmosphere that ensures the emotional and physical safety and well being of children and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration, and responsibility.
- Assesses child needs and develops, implements, and evaluates daily lesson plans for children to include scheduled activities and materials. Modifies instruction of program to meet the needs of each child in accordance with Arizona Early Childhood Standards, Arizona State Kindergarten Standards, and Quality First criteria.
- Plans, organizes and displays classroom materials, space and time appropriate to curricular activities.
- Utilizes and implements classroom management techniques to maintain organization, orderliness, child safety, and a productive learning environment. Utilizes positive reinforcement to maximize desired behavior and individual child's developmental progress.
- Informs parents of child's developmental progress. Advises parents of instructional methods that may assist child. Informs parents of program activities. All of these are to be done on a regular and timely basis.
- Participates as a member of an instructional team to promote learning activities for children, consistent with district and program objectives.
- Notifies Site Director of children who display characteristics of special needs that vary from the norm. Collaborates with specialists to assist children.
- May monitor the activities of childcare leads, childcare supports and student workers.
- Clearly and effectively articulates the philosophies and goals of the Community Programs Enrichment Program.
- Maintains an anecdotal portfolio (file) for each child that includes written goals, objectives, and activity plans that follow the Arizona State Early Learning Standards and Quality First criteria. Every portfolio must include a developmental assessment form to be

completed 3 times per year and these forms must be shared with principals and kindergarten teachers at each site.

- Responsible for daily and/or weekly email communication with families, and monthly updated documentation/observation boards that follow specific criteria.
- Plans instruction to achieve specific objectives based on children's needs according to Quality First criteria, including the Early Childhood Environment Rating Scale, Infant Toddler Environment Rating Scale, and Classroom
- Follows rules, regulations, and policies of the following regulatory agencies; Arizona Department of Child Care Licensing, Department of Economic Security, Quality First Criteria, National Association for the Education of Young Children, and the Vail School District Governing Board Polices and Procedures along with the Community Programs Staff Expectations and Guidelines.
- Attends and actively participates in the collaboration, planning and implementation of 3 family events per year and other community events with the Director and other co-workers.
- Attends and actively participates in all required staff meetings and obtains a minimum of 24 hours of professional development each year.
- Communicates with other teachers on the scope and sequence of the program and articulates this to the parents using various communication tools.
- Builds relationships by communicating positively and effectively with parents on a daily basis.
- Staff working with Preschool children must conduct a minimum of three (3) parent-teacher conferences per school year (in fall, winter & end of year).
- Establishes and maintains effective working relationships with Community Programs staff, representatives of local and state agencies, families and the public.
- Works effectively and respectfully with a diverse population, including those with various individual needs.

SUPERVISORY RESPONSIBILITIES

This position provides indirect supervision of Community Programs childcare support staff and student workers, as assigned by the Site Director or Regional Site Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and EXPERIENCE

- CDA certificate and minimum 6 months experience in a group childcare setting in a related field OR a minimum of 12 college credits in Childhood Development or Early Childhood Education and a commitment to obtain/complete AA Degree in Early Childhood Education and 6 months experience in a group childcare setting in a related field.
- Preferred Education: AA or Bachelors Degree in Child Development, Early Childhood, Elementary and one year experience in a group childcare setting in a related field.

- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Community Programs.

ABILITIES

Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively to students, parents, employees, and members of the community. Ability to write activity/lesson plans, routine reports and correspondence. Ability to effectively present information to top management, public groups and/or governing boards. Ability to communicate effectively with students who have special needs.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional student or customer situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card. Ability to obtain CPR and First Aid certifications. Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move 25 pounds and infrequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun and heat. The noise level in the work environment is usually moderate.