

# ENEMY SWIM DAY SCHOOL – TOKA NUWAN WAYAWAPI

## **FACE Early Childhood Co-Teacher**

**POSITION SUMMARY:** The Early Childhood Co-Teacher provides support to the Early Childhood teacher in the center-based preschool classroom, assisting in creating a strong learning environment where children can develop and thrive.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Help plan and co-teach early childhood class under supervision of teacher.
- Lead the classroom in the temporary absence of the Early Childhood teacher.
- Assist the teacher in completing the required student assessments.
- Model appropriate adult-child interactions during PACT (Parent and Child Together) Time.
- Help plan and facilitate Parent Time sessions.
- Work as a member of the FACE team: recruiting, advertising, visiting families, writing newsletter articles, etc. to publicize program and encourage participation.
- Facilitate regular child screenings and referrals as necessary.
- Complete required monthly reports, end-of-year report, and data collection for BIE.
- Keep program materials, equipment, and records secure and free from unwarranted wear and tear or vandalism.
- Maintain accurate records as required by program, school, and community.
- Attend staff meetings.
- Other duties as assigned.

### **QUALIFICATIONS:**

Education: Associate's Degree or equivalent required, complete 48 semester hours (Early Childhood preferred).

Experience: Early Childhood (ages 0-5) experience and working with adults/families is preferred.

Knowledge: Child development, adult learners, community resources.

Skills and abilities:

- Cultural awareness and appreciation.
- Eagerness to learn and continue individual professional growth.
- Flexibility and creativity, a good imagination, a sense of humor.
- Able to work in a professional manner, exhibiting independent work skills.
- Pleasant personality, eagerness to work with both children and their parents/caregivers.
- Able to work in a team setting.
- Understanding of the need for family support.
- Sensitivity to the feelings and needs of undereducated adults, and respect for families.
- Able to use computer, digital camera, and other technology.
- Able to maintain confidentiality.
- Able to communicate verbally and in writing.

**PHYSICAL DEMANDS:** Able to keep up with preschoolers and elementary children; low tables and chairs sitting on floor, etc.

**WORK ENVIRONMENT:** Primarily preschool classroom, moderately active with little or no free time. Occasionally extended hours for meetings.

### **SUPERVISORY CONTROLS:**

Immediately supervised by FACE Coordinator, with overall supervision by Principal.