

# TOKA NUWAN WAYAWA TIPI

## POSITION DESCRIPTION

**Title:** FACE Early Childhood Educator

**POSITION SUMMARY:** The Early Childhood Educator provides a strong learning environment in the FACE center-based preschool classroom where children can develop and thrive, works cooperatively with the co-teacher, is a model for parents in teaching, motivating, communicating, and nurturing positive discipline methods for young children, and serves as a strong influence on attendance and program retention by providing an environment that makes preschoolers eager to attend.

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

- Work as a member of the FACE team: recruiting, advertising, visiting families, writing newsletter articles, etc. to publicize program and encourage participation.
- Plan and teach early childhood class using the FACE Early Childhood standards.
- Maintain weekly lesson plans.
- Model appropriate adult-child interaction during PACT (Parent and Child Together) Time.
- Complete required assessments for each child.
- Arrange for or provide screening and referral services for children, as indicated.
- Provide a daily routine that is consistent and includes all the required elements of a FACE program.
- Maintain up-to-date files on each student and records as required by program, school, and community.
- Help plan and facilitate Parent Time sessions.
- Collaborate with other agencies/programs. Help parents access community resources.
- Attend required trainings.
- Help plan and facilitate monthly Family Circle meetings.
- Complete accurate required monthly reports, end-of-the year report, and data collection for BIE.
- Keep program materials, equipment, and records secure and free from unwarranted wear and tear or vandalism.

### **PERIPHERAL DUTIES:**

- Attend staff meetings.
- Other duties as assigned.
- During a pandemic, all employees will be designated as essential staff. Employees may be assigned to duties that would be categorized under other job duties such as bus driver (suburban/mini bus), bus monitor (monitor students and/or deliver meals), kitchen assistant (help prepare meals), family outreach and/or other duties to keep the continuity of the school running smoothly.

### **QUALIFICATIONS:**

- Education: Bachelor's degree in Elementary Education (Early Childhood Endorsement is preferred), teacher certification.
- Experience: Early Childhood (ages 0-5) experience and working with adults/families is preferred.

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Knowledge: Child development, adult learners.

Skills and abilities:

- Cultural awareness and appreciation.
- Eagerness to learn and continue individual professional growth.
- Willing to travel for training.
- Flexibility and creativity, good imagination, sense of humor.
- Pleasant personality, eager 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, respect for students.
- Able to use computer, digital camera, other technology.
- Able to maintain confidentiality.
- Possess valid driver's license.

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

**WORK ENVIRONMENT:** Preschool classroom, moderately active with little or no free time. Occasionally, extended hours for meetings. Home visits for both recruiting and retention. (Environment on home visits varies, generally unknown until time of visit depending on individual circumstances.)

**SUPERVISORY CONTROLS:**  
Immediately supervised by the Superintendent.