

**EARLY CHILDHOOD EDUCATION (ECE) TEACHER**

**PRIMARY FUNCTION:**

The position of Early Childhood Education (ECE) Teacher, under the supervision of the ECE Principal and/or designee, creates age appropriate lesson plans, programs and activities, prepares curriculum materials, maintains records and ensures a safe, clean environment for pre-school age children and staff; supervises students in classroom and playground, helps prepare and serve food, and performs other related duties.

**DIRECTLY RESPONSIBLE TO:**

ECE Principal and/or designee

**ASSIGNED RESPONSIBILITIES:**

1. Plans and provides age appropriate instruction and activities for the development of basic physical, emotional, academic and cognitive skills for pre-school age students.
2. Plans, prepares and organizes instructional materials and provides age appropriate programs and activities.
3. Plans, implements and supervises all activities of assigned children in the ECE program.
4. Develops, monitors and implements an effective classroom management plan through positive reinforcement and strategies.
5. Creates and maintains a functional, organized, attractive and engaging classroom environment for children and ensures the cleanliness and safety of the facilities.
6. Assists in food preparation and serving as needed.
7. Maintains consistent, open and effective home-school communications related to student progress and behavior; conducts parent conferences as needed.
8. Attends staff meetings, staff development sessions, district-sponsored trainings, and out-of-district trainings as assigned.
9. Prepares, files, administers, maintains, and reports student assessments as assigned.

10. Participates as a member of district committees, IEP teams, and other related committees as required.
11. Cooperates in a professional and ethical manner with others involved with the program and/or individual children.
12. Directs, supervises and evaluates assigned support personnel.
13. Develops and promotes positive relationships with students, families, colleagues and administration.
14. Participates in emergency response activities as necessary.
15. Performs other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Knowledge of:**

- a. Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction for early childhood education.
- b. Curriculum expectations for early childhood education.
- c. Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.
- d. Child guidance principles and practices.
- e. Applicable sections of the State Education Code, District Policies and other applicable laws
- f. Current trends and research concerning the growth and development of pre-school age children.
- g. Federal, State and District standardized assessment requirements.

- **Ability to:**

- a. Adapt plans and instructional delivery to meet the differentiated needs of students.
- b. Work independently with little direction.
- c. Create an instructional program and a class environment favorable to learning and personal growth.

- d. Monitor students in classrooms, on school grounds and off-campus for school related activities.
- e. Work in a diverse socio-economic and multicultural community.
- f. Maintain professional and positive relationships with students, parents, colleagues and administration.
- g. Operate a computer and job related equipment.
- h. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- i. Maintain current knowledge of applicable curriculum and school instruction related regulations.
- j. Establish and maintain a variety of accurate record keeping and filing systems.
- k. Communicate effectively both orally and in writing.
- l. Maintain consistent, punctual and regular attendance.
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):
  - **Physical:**
    - a. Ability to push, pull, and transport instructional and/or presentation materials.
    - b. Ability to communicate so others will be able to clearly understand a normal conversation.
    - c. Ability to understand speech at normal levels.
    - d. Ability to bend, twist, stoop and reach.
    - e. Ability to drive a personal vehicle to conduct business.
  - **Mental:**
    - a. Ability to organize and coordinate schedules
    - b. Ability to analyze and interpret data

- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.

- **Environment:**

- a. Indoor – frequently
- b. Outdoor – occasionally
- c. Ability to work at a desk and in meetings of various configurations.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or higher

**CERTIFICATION REQUIREMENT:**

- Valid California teaching credential (ECE/Site Supervisor authorization)
- Must possess a valid California driver's license.

**OVERTIME STATUS:**

Eligible

**BARGAINING UNIT STATUS:**

Palm Springs Teachers Association

**TERMS OF EMPLOYMENT:**

Salary and work year governed by the Collective Bargaining Agreement with the Palm Springs Teachers Association

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

**Regulation  
Approved:**