

LITTLE WOUND SCHOOL BOARD
POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATION TEACHER

SUPERVISOR: FACE Director

PROGRAM: Family and Children (FACE) Program

RESPONSIBILITIES:

1. Provide early childhood education services to FACE children participating in the Center-Based Program.
2. Provide early childhood education services using the High/Scope Preschool Curriculum of the National Center for Family Literacy, Louisville, Kentucky, or other appropriate model, and Pre-school FACE standards.
3. Provide Center-Based component child participants with a daily routine that includes physical education, planning, work time, recall, snack time, small group time, outside recreational time, rest time, listening time, lunch time, library time, and most importantly, parent and child time (PACT).
4. Use a teaching delivery system whereby each activity is child-initiated and child-led to help the child learn to make effective choices.
5. Conduct and record daily observations for each child using the Work Sampling System, or other approved and appropriate model. The assessment selected will record key experiences made from daily observations, documenting what the child can do rather than what they cannot do.
6. Coordinate and supervise the parent and child time (PACT) center-based component activity whereby, the parent or primary caregiver supports the child-initiated work, play, or decision-making.
7. Assist Parent Educators with monthly parent meetings and parent group topic meetings selected from priorities identified from survey outcomes completed by parents and other community members.
8. Participate in program development, evaluation, and continuation application and other assigned activities that pertain to the FACE Early Childhood Education Program.
9. Conduct duties and responsibilities in accordance with the policies and procedures of the Little Wound School Board.
10. Supervision duties include overseeing overall program.

POSITION QUALIFICATIONS:

1. Bachelor's Degree in Elementary Education or related field with an emphasis in Early Childhood Education, Early Childhood certification, and with Child Development Associate completion.
2. Minimum of (3) year's previous experience in Early Childhood Education, including teaching.
3. Demonstrated skills in facilitating High/Scope, PACT, and other models for family and child education programs.
4. Ability to communicate effectively with staff, parents, community members, and children.
5. Indian preference in employment considered pursuant to P.L. 93-638.
6. Knowledge of the Pine Ridge Indian Reservation.
7. Veterans preference considered by verification of DD-214.
8. Must successfully pass pre-employment screening activities.

Approved: 1/5/98

Reviewed: January 2014