

JOB DESCRIPTION GUIDE

(Optional Tool)

DESCRIPTION:

Describe the role and primary responsibility of this position within the organization.

ACCOUNTABILITY:

Identify the title of the person that this employee will report to; i.e. who will directly supervise this position.

MINIMUM QUALIFICATIONS:

Identify the minimal credentials, specific education area and level of experience the employee in this position must have.

SALARY SCALE:

The salary range for this position should be identified. A statement should also be included indicating that salary will be determined within this range based on the employees level of education, experience specialized training etc.

RESPONSIBILITIES:

First identify the general categories of primary responsibilities for this position. Then under each general responsibility, list the specific duties related to that responsibility.

Note: Always include a statement such as "other duties as assigned". This will prevent you from having to revise the job description every time it becomes necessary to add new responsibilities due to changes in regulations, standards or program structure.

SIGNATURES/DATE:

The job description should include a place where the employee can sign to indicate that he or she has read, understands and is willing/able to meet all of the identified requirements for this position. A representative of the organization should also sign and date the job description as witness to the employees signing.

DISTRIBUTION:

The original signed document should be placed in the employee's personnel file, and a copy of the signed job description should be given to the employee.

Job Description Template

(Optional Tool)

TITLE:

DESCRIPTION:

ACCOUNTABILITY:

MINIMUM QUALIFICATIONS:

SALARY SCALE:

RESPONSIBILITIES/DUTIES:

SAMPLE

Employee Signature

Date

Agency Representative

Date

Job Description

(Optional Tool)

TITLE:

Lead Teacher for Preschoolers

DESCRIPTION:

The Lead Teacher is responsible for the care and education of a group of children as part of a teaching team and functions as a team leader or co-leader. The Lead Teacher plans and implements the curriculum and, with active participation of other members of the teaching team, works with parents and assesses the needs of individual children.

ACCOUNTABILITY:

The Teacher reports to the Education Coordinator.

MINIMUM QUALIFICATIONS:

Successful completion of an associate degree from a program conforming to NAEYC's *Guidelines for Early Childhood Education Programs in Associate Degree Granting Institutions* (1985b) or successful completion of an associate degree in a related field plus 30 semester hours of professional studies in early childhood education including 300 hours of supervised teaching experience in an early childhood program.

SALARY SCALE:

Pay range is \$20,000 - \$23,000 annually based on candidate's level of education and previous experience.

RESPONSIBILITIES/DUTIES:

To establish and maintain a safe and healthy environment

1. Designs appropriate room arrangement to support the goals of the classroom
2. Plans and implements a nutritious snack program
3. Promotes healthy eating practices
4. Maintains a safe environment
5. Posts necessary information to ensure the safety and well-being of the children
6. Maintains an orderly learning environment

To advance physical and intellectual competence

1. Provides a balance between child-initiated and child-initiated activities
2. Provides a balance between quiet and active learning activities
3. Uses equipment and materials for indoor play that promote children's physical development
4. Involves children in planning and implementing learning activities
5. Provides an integrated curriculum that meets the needs of individual children
6. Plans and implements experiences that promote language and literacy development
7. Plans and implements activities that promote the acquisition of number concepts

To support social and emotional development and provide positive guidance

1. Plans and implements hands-on activities that develop positive self-esteem and social skills
2. Plans and implements culturally diverse experiences
3. Uses and promotes positive guidance techniques
4. Provides a wide variety of creative and expressive activities
5. Establishes routines with smooth transition periods
6. Communicates with children at their developmental level
7. Encourages children to be independent

Job Description

(Optional Tool)

RESPONSIBILITIES/DUTIES (cont.):

To establish positive and productive relationships with families

1. Relates assessment information to parents and offers support for dealing with children at different developmental stages
2. Promotes communication with parents through weekly progress notes, a monthly newsletter, and semi-annual parent conferences.
3. Provides a variety of ways that families can participate in the program
4. Encourages parents to participate in the program

To ensure a well-run, purposeful program responsive to participant needs

1. Assesses program supplies and materials needed prior to implementing activities
2. Coordinates and helps supervise aides, assistants, and volunteers working in the classroom
3. Maintains written plans on a weekly basis
4. Assesses children's needs and developmental progress on an ongoing basis
5. Uses results of assessments to plan activities

To Maintain a commitment to professionalism

1. Promotes the center's philosophy and educational objectives
2. Supports the center's code of ethical conduct
3. Engages in ongoing staff development to improve personal and professional skills
4. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
5. Attends staff meetings, workshops, and in-service training as instructed by the Center Director

Employee Signature

Date

Agency Representative

Date