

NAZLINI COMMUNITY SCHOOL, INC.
Position Description

POSITION TITLE: FACE Early Childhood Teacher
CONTRACT TERM: 10 food ser months

CLASSIFICATION: Exempt
DATE APPROVED: 06/10/2020

Position Summary: The Early Childhood Teacher works with preschool children who have enrolled in FACE. The Early Childhood Teacher provides a strong learning environment where preschool children can develop and thrive. The Early Childhood Teacher provides a model for parents on teaching, motivating, disciplining and communicating with young children. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

Skilled Early Childhood Teacher:

- Holds a BA or BS degree in early childhood education or elementary education with early childhood endorsement
- Holds current teacher certification in the state where he/she is teaching
- Is knowledgeable about the characteristics of young children
- Is knowledgeable about learners' culture and language
- Having experience working with adults and families is preferred
- Attends Regional Technical Assistance Days and participates in online professional development opportunities

Duties and responsibilities of an Early Childhood Teacher:

- Implements the NCFL CIRCLE: A Developmentally Appropriate Preschool Model in the early childhood classroom; utilizes FACE Early Childhood Standards.
- Develops, publicizes, and carries out a program of early childhood education for FACE program participants
 - Maintains up-to-date files on each student; prepares accurate reports, written plans and documents
 - Contributes to required monthly reports, end-of-the-year report, and data collection
 - Completes the Work Sampling System 5th Edition assessment for each student in the fall and spring and administers the Expressive One Word Picture Vocabulary Test (EOWPVT) three times annually for each child participant
 - Arranges for and/or provides screening services for children and referral services as indicated
 - Maintains weekly and daily lesson plans
 - Uses a variety of instructional approaches including active learning, as well as materials and techniques to ensure that children learn to their fullest potential
 - Plans and participates in Parent and Child Together Time (PACT) Time® daily and supports all parent engagement activities
 - Is knowledgeable and shares information with families about community resources and further academic opportunities
 - Arranges the classroom for organized and accessible learning; ensures that program materials, equipment, and environment are kept clean, secure and free from clutter and vandalism
 - Provides a learning environment that is full of literacy learning opportunities and reflects the language and culture of the families
 - Provides a daily routine that is consistent with and includes all the required elements of a FACE program
- Meets weekly with the FACE team to plan and evaluate program services
- Plans and facilitates Parent Time with the FACE team • Helps facilitate the monthly FACE Family Circle meetings
- Reports to the FACE Coordinator on all matters of importance related to the FACE Program
- Works toward National Association for the Education of Young Children (NAEYC) accreditation for the program

- Attends professional development opportunities to increase job skills
- Meets other requirements as a faculty member of the school
- Reads and knowledgeable of NCSI Policies and Procedures, Mission and Vision Statement.
- Utilize Accountability measurement and resources in correlation to school adopted policies, goals and school wide program plans

Necessary Qualifications:

- Is a certified teacher in early childhood education; teacher possessing certification in elementary education must have or be in the process of acquiring early childhood endorsement
- Attends Regional Technical Assistance Days and participates in appropriate online trainings as needed/appropriate
- Is able to travel to and attend required FACE trainings
- Is able to work well as a team member to develop the full potential of all participants and is self-motivated
- Is mature and sensitive, and relates well to both children and adults of diverse socioeconomic and cultural backgrounds
- Treats each child, parent, and co-worker with dignity and respect
- Is highly organized and adaptable to families' goals and needs
- Obtains and maintains any other required certification, which may include first aid, CPR, food handler's permit, physical exam, tuberculin skin test, etc.

PREFERRED QUALIFICATIONS:

- Knowledge and familiarity with the Navajo language, culture, and people.
- Experience as a member of a School improvement planning team.
- Experience working in P.L. 100-297 Grant Schools.

REPORTING RELATIONSHIP

- Directly responsible to the Principal

SALARY: To be determined based on education and experience and be placed on the Nazlini Community School, Inc., salary schedule.

NOTE: This position description is subject to review and change.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee signature

Date