San Pasqual Band of Mission Indians
Position Description

Position Title: Early Childhood Educator	**Posting Date: January 10, 2023**
Position Reports to: Supervisor	**Employment Category: Non-Exempt**
Department: Education	**Closing Date: January 16, 2023**

Position Summary
The Early Childhood Educator (ECE) is responsible for the academic, social-emotional growth and development of all preschool age children. The ECE develops partnerships with parents/guardians to engage and encourage parent participation in the program. The ECE is responsible for supervising all staff working in their class. The Early Childhood Educator oversees and strategizes best lesson plans for toddlers and preschool age children and adjusts teaching methods to meet different learning styles.

Principal Duties and Responsibilities

- Assist with supervising children and staff during activities
- Supervise staff during program hours and enforce program regulations
- Assist program staff with designated group of children
- Work with program staff to plan and conduct age-appropriate programs and activities for/with assigned group of children
- Assist Direct supervisor with implementing Boys Town Training into Pre-K
- Maintain files for Pre-K PALS Assessments
- Report immediately to supervisor any suspected incidence of child physical or sexual abuse
- Maintain facility and equipment in excellent and safe condition following handbook guidelines
- Participate in staff meetings and trainings as assigned by supervisor
- Submit reports and records on time as assigned by supervisor
- Develop weekly lesson plans and implement age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care
- Provide a developmentally appropriate classroom environment that reflects the children's learning and growth
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child
- Report all assessments, curriculum, activities, and field trips to Direct Supervisor and Lead ECE
- Plan, evaluate and improve -on an on-going basis- the physical environment in the classroom to create opportunities to meet the changing needs of the developing child
- Provide responsive care to all children by adapting daily caregiving routines and plans to the interests and needs of the individual child and the group
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic, and familial values and beliefs into the childcare program and lesson plans

- Lead and plan periodical parent conferences to discuss children's developmental progress, needs and interests
- Assist families with children's transitions preschool to kindergarten
- Maintain up to date emergency forms, curriculum plans, individual child development profile and other records as needed
- Complete daily health checks regarding hygiene, safety, and overall well-being of the children
- Assure a healthy, safe, clean, and developmentally appropriate environment for children
- Report all staffing and classroom concerns to supervisor in a timely manner
- Participate in ongoing development and evaluation of center's goals and objectives
- Implement TACKLE language and cultural lessons into the classroom curriculum and assist in creating TACKLE lesson plans
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements
- Other duties as assigned

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- High School Diploma or GED
- 2 years teaching experience
- Early Childhood Development Courses
- Preschool Teaching Certificate preferred

EXPERIENCE / QUALIFICATIONS / SKILLS

- Confident and professional presentation acting as a positive role model
- Early Child Development knowledge and experience
- Knowledge in Desired Results and Developmentally Appropriate Practices
- Good communication, problem solving and priority setting skills with an overall positive and professional attitude /disposition
- Ability to use the computer and Microsoft applications
- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- Must be willing to learn and incorporate language and culture into the curriculum