

Arlington School District No. 16  
Job Description

**JOB TITLE: ECEAP Lead Teacher - AA**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	ECEAP Pre-School
<b>REPORTS TO:</b>	ECEAP Program Manager
<b>HOURS:</b>	Varies
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** The ECEAP lead teacher plans and implements an effective educational program for three to five year old children utilizing the ECEAP contracted curriculum and adopted tools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Curriculum planning: Plans and develops a daily schedule of classroom routines and activities. Prepares and implements lesson plans in accordance with ECEAP program performance standards and program service plans. Provides an integrated, child centered comprehensive curriculum and multicultural environment, which meets the needs of every child, including those with disabilities
- Educational planning meetings: Conducts three hours of educational planning meetings annually with each child's family
- Record Keeping: Completes written observations of individual children throughout the year, develops a learning plan for each child within 90 days of school entry
- Family-Style Meal Service: participates in and facilitates mealtime service, and joins children at the table for support and conversation
- Health Supervision: Teaches and oversees health habits in the classroom, i.e. hand washing, tooth brushing, etc. Administers first aid as needed; checks indoor and outdoor environment for safety hazards
- Supervision: Supervises trains and supports preschool teaching assistants. Assists with recruitment and training of family/community volunteers to participate in the classroom
- Attend monthly evening parent meetings
- Attend staff trainings as required
- Promote and practice professional growth and development
- Assist in implementing an effective education program for three to five year olds
- Establish and maintain cooperative working relationships with families
- Ability to complete online observations
- Supervise students in a variety of settings
- Maintain punctual and regular attendance
- Observe strict confidentiality regarding student and personnel information
- Ability to effectively communicate and collaborate respectfully
- Monitor student behavior and assist in maintaining an orderly classroom atmosphere for the purpose of providing an optimum learning environment, including students with disabilities
- Monitor students in a variety of settings before, during, or after school
- Work with students individually and/or in small groups on specific learning tasks and objectives
- Ability to use technology to assist the teaching and learning process.
- Use effective strategies to resolve issues

- Maintain a clean and sanitary work environment
- Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding student, family and personnel information
- Know and follow district policies and procedures
- Other duties may be assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

AA degree in Early Childhood Education Preferred

Minimum 30 ECE college quarter credits or Child Development Association Credential required (or willing to obtain within 5 years of Employment)

One year classroom experience working with preschool children preferred

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Washington State driver's license

Current CPR/First Aid for Adult child and Infant

Current TB test

Valid Food Handlers Permit

Must be willing to complete background check through the Department of Early Learning

**LANGUAGE SKILLS:**

Ability to speak Spanish preferred

Ability to read, analyze and interpret documents such as plans, reports and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively to administration, staff and students.

Ability to effectively present information and respond to questions from staff, students, and parents.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete and abstract variables.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to function as a team member.
- Flexibility in scheduling duties.
- Ability to practice ethical and professional standards of conduct.
- Ability to know and follow health, safety and emergency procedures of the district.
- Skill in organizing tasks and duties.
- Ability to maintain confidentiality.
- Ability to maintain a positive attitude at all times.
- Ability to communicate effectively with coworkers, staff, parents and the public both verbally and in writing.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, kneel, and use hands to handle, finger, or feel objects, tools, or controls. The employee will occasionally bend or twist at the neck and trunk, reach with hands and arms, stoop, kneel or crouch, and may lift and/or move objects weighing up to 30 pounds. Successful performance requires specific vision abilities that include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Duties performed both inside and outside. Typically, the noise level in the work environment is moderate. The employee has direct responsibility for the safety and well-being of other

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

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