

## EARLY CHILDHOOD TEACHER I \*

### **Function of Job:**

Under general supervision of designated supervisor or director, plan and execute an early childhood educational program in the laboratory school/child and family center.

### **Characteristic Duties and Responsibilities:**

1. Assist Early Childhood Teacher II in planning and implementing an educational program for young children, and supervise staff in his/her absence or as requested.
2. Discuss and formulate lesson plans with supervisor and director.
3. Execute such lesson plans and teach children attending daily laboratory school sessions.
4. Conduct parent education programs and individual parent consultations.
5. Observe, evaluate and record children's progress, and maintain appropriate records.
6. Assist in the training of college/university students and facilitation of researchers.
7. Meet with college/university students and student teachers to discuss mutual problems and concerns.
8. Supervise staff and/or students as assigned.
9. Attend staff meetings, pre- and in-service training and maintain a program for self-improvement.
10. Participate in institutional professional development and training.
11. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in Early Childhood, Pre-school Education or Elementary Education with at least 6 credits in Early Childhood or Pre-school Education.
2. One year of experience in teaching pre-school children.
3. Sufficient strength and physical dexterity to perform duties and responsibilities of this position, including lifting up to 50 lbs.

### **Additional Desirable Qualifications:**

1. Teaching experience in a laboratory school.
2. Additional experience beyond the minimum requirement.
3. CPR and First Aid Certification.

3/10/2010  
System Approval

3/10/2010  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 9/2/76 as "Nursery School Teacher" and revised 2/18/85 and as Early Childhood Teacher I on 5/23/86 and 5/26/88.

