

EARLY CHILDHOOD TEACHER II *

Function of Job:

Under general supervision of director or supervising teacher of a laboratory school/children's center, supervise, schedule and coordinate curriculum, operations and activities of an early childhood educational program, based on the high standards required for a model training facility.

Characteristic Duties and Responsibilities:

1. Plan and deliver daily and weekly program for young children, which is developmentally based and individually considered.
2. Observe and record developmental progress of each child in program.
3. In Director's or supervising teacher's absence, be responsible for maintenance and supervision of laboratory school/children's center.
4. Write child evaluations and confer periodically with parents.
5. Supervise undergraduate students assigned to classroom and assist in their onsite training, including reviewing plans; conducting pre- and post-session reviews; observing videotapes of activities; and reviewing students' narratives on individual children.
6. Assist Director or supervising teacher in maintaining a safe and clean physical environment, including preparation and follow-up on maintenance requests.
7. Recommend innovations and improvements in program to Director or supervising teacher.
8. Maintain necessary files, records and forms.
9. Supervise staff as assigned.
10. Be familiar with all texts and handouts used in Early Childhood courses and attend workshops, seminars and conferences to keep informed and to continue own professional development.
11. Participate in institutional professional development and training.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

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

Additional Desirable Qualifications:

1. Teaching experience in a laboratory school.
2. 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 2/18/85 and 5/23/86.