

Red Wing Public Schools Position Description

Early Childhood Family Education Teacher

General Information

Department:	Community Education and Recreation
Unit:	Teachers
Immediate Supervisor:	Early Childhood Coordinator
Grade Placement:	
FLSA Status:	Exempt

Position Summary

The Early Childhood Family Education (ECFE) Teacher provides teaching services of specific learning program, assisting students to develop skills, attitudes and knowledge needed as a foundation for future learning in accordance with each student’s ability, using a variety of teaching and learning methods at various levels to a targeted audience and related work with parents and guardians of students.

Essential Duties and Responsibilities

1.	<p>Develops lesson plans and instructional materials providing for teaching strategies in accordance with District philosophy and vision.</p> <ul style="list-style-type: none"> a) Translates lesson plans into learning experiences in a classroom environment conducive to learning by employing appropriate teaching strategies. b) Plans and implements a program of study designed to meet the individualized needs of students. c) Designs and facilitates parent and child interactive activities that are developmentally appropriate.
2.	<p>Creates a classroom environment that responds to the needs of individual learners. Develops reasonable rules of classroom behavior and appropriate techniques. Encourages student enthusiasm for the learning process and the development of good study habits. Adheres to health and safety policies. Recognizes learning problems and makes appropriate referrals, as needed.</p>
3.	<p>Presents relevant and current information on child development and parenting strategies. Works with parents to determine their parenting and family needs for future parent education sessions and/or home visits. Conducts home visits and/or facilitates parent group discussions.</p>
4.	<p>Evaluates accomplishments of students on a regular basis using multiple assessment methods and provides progress and interim reports for feedback.</p>
5.	<p>Collaborates with other staff and parents to reinforce the educational program of each child. Communicates with parents in a timely manner; maintains positive and constructive communication with students, staff, parents and the community.</p>

6.	Assists in identifying and recruiting families who are in most need of services by working closely with schools and community agencies.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor’s Degree

Major Field of Study or Degree Emphasis: Elementary Education, Early Childhood Education, or Parent Education

Required Work Experience: None

Licenses / Certifications Required: Licensure as an ECFE/Parent Education Teacher or Early Childhood Teacher in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Teaching principles, practices, techniques and approaches.
- Child development theories and development stages and needs particularly infant and toddlers.
- Current trends, theories and technologies pertaining to learning environments and modalities.
- Screening, assessment and development tools.
- Fundamentals of family systems, structure and functions, and parenting issues and techniques.
- Subject material, concepts and issues related to grade/subject of instruction.
- Basic fundamentals, issues and trends pertaining to child health, nutrition and safety.
- Operation and use of computer equipment, office applications and general office equipment.
- Administrative policies, school rules and regulations.

Essential Skills Required to Perform the Work

- Presenting materials and concepts in an understandable and appropriate manner.
- Leading, facilitating and implementing structured play, activities, social and learning activities.
- Planning and implementing lesson plans.
- Communication skills (e.g. writing, speaking and group facilitation).
- Documenting and maintaining appropriate records and services provided by family education.
- Setting up and preparing a proper and safe environment for play and learning.
- Collaborating, persuading, communicating and dealing with families, staff, coordinators, children, and other professionals in addressing various problems, issues, concerning or informing them regarding the services/programs of family education.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	x			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

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