

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Early Childhood Teacher	Community Education and Services	Early Childhood Coordinator
JOB SUMMARY: Responsible for planning, instructing, and implementing developmentally appropriate learning experiences for children ages birth to 5 Years.		
QUALIFICATIONS: Requires Bachelor Degree in Education, licensure from the State of Minnesota in early childhood education and CPR/First Aid certification; must be able to kneel, stoop, crouch, crawl and lift up to 30 pounds.		
TASK NO.	DESCRIPTION WORK YEAR: 186 days	FREQUENCY

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| 1 | Plan and deliver instruction in the domains of personal/social, language and literacy, mathematical thinking, scientific thinking, social studies, the arts and physical development | 35% |
| 2 | Participate, monitor and observe child and parent and interactions and child interactions and progress during class times and identify any special needs or concerns. Demonstrate/model parenting activities with children during play times. | 25% |
| 3 | Plan, prepare and determine weekly lesson plans/activities aligned with the Early Childhood Standards from State of Minnesota and the needs of the learners. Communicate plans with classroom paraprofessionals. Prepare material as needed to implement plans/activities. Assist in the general maintenance & preparation of classroom. | 25% |
| 4 | Oversee classroom management activities to assure the safety and proper learning environment for children and parents. | 7% |

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TASK NO.	DESCRIPTION	FREQUENCY
5	Schedule, attend and participate in parent/teacher conferences and other related conferences, meetings and telephone calls.	5%
6	Attend staff meetings and staff development workshops as requested	2%
7	Perform other related duties as assigned	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE