

Granite Falls School District
Position Description
ECEAP Lead Instructor

General Summary

The ECEAP Lead Instructor is responsible for planning and implementing developmentally appropriate preschool curriculum and completing the screening and assessment of each student.

Typical Duties

- Develop and maintain a classroom program that builds and strengthens positive self-concepts and individual strengths of children; incorporate mental health activities into the program; develop and implement activities that promote good health habits and integrate the health and nutrition components into the classroom; encourage children to develop inner-control by providing positive guidance and discipline; provide positive supportive responses to all children.
- Plan and implement curriculum that encourages the advancement of children's physical, intellectual, and social-emotional competence; screen, observe, and record children's behaviors.
- Implement individual goals for each child.
- Support family involvement in program; participate in monthly family evening activities; maintain effective communication with parents; conduct home visits and parent-teacher conferences.
- Coordinate with Family Support/ Program Manager, parent volunteers and ECEAP paraprofessionals in classroom.
- Prepare and manage records, reports, and other documents as required.
- Attend and participate in staff meetings; attend ECEAP staff training as required; continue to increase professional knowledge, skills, and competencies in job-related areas by participating in recommended training programs, workshops, conferences, and other opportunities for professional growth.
- Work with staff and families cooperatively and with acceptance and respect for cultural, socioeconomic, and educational diversity.
- Demonstrate professional behavior and conduct; maintain confidentiality of program, staff and client information.
- Serve as effective member of the ECEAP team; performs related duties consistent with the scope and intent of the position.

WORKING RELATIONSHIPS

Reports to building principal and Executive Director of CTE and Student Services; works with ECEAP staff, students, parents, and interagency representatives.

MINIMUM QUALIFICATIONS

Education and Experience

All persons serving in the role of ECEAP Lead Teacher must have an associates or higher degree and one of the following qualifications within five years of his/her hire date:

- The equivalent of 30 college quarter credits in early childhood education. These 30 credits may be included in the degree or in addition to the degree; or
- A valid Washington State Teaching Certificate with an endorsement in Early childhood education (Pre K – Grade 3) or Early Childhood Education

Licenses/Special Requirements

Department of Early Learning (DEL) MERIT Account; Satisfactory DEL Portable Background Check (fingerprinting required); proof of ability to work in the United States; Valid Washington State driver's license; Infant /Child CPR & first aid cards; Food Handler's Card; Negative Mantoux TB test and Washington State Department of Health food worker card..

Complete training on: Right Response – de-escalation; disaster plans and emergency procedures; universal precautions for prevention of transmission of blood borne pathogens; preventing, identifying and reporting child abuse and neglect.

Requires excellent record of attendance to maintain continuity in student support programs

Mental Demands

- Requires demonstration of higher than average reading, writing and math skills
- May require demonstration of specialized skill such as reading/writing Braille; ability to understand and communicate effectively in sign language, language other than English or augmentative communication depending on assignment

- Requires demonstration of ability to follow written instruction, correctly use instructional materials and accurately complete detailed written records
- Requires demonstrated ability to quickly learn from lead teacher, implement instruction following objectives and lessons designed and monitored by lead teacher and demonstrate increased student skill level
- Requires demonstrated ability to precisely follow individual student behavior improvement plans
- Requires demonstrated ability to maintain accurate student data logs in timely manner and provide accurate feedback to lead teacher
- Requires demonstrated ability to maintain instructional skills in fast paced setting
- Requires demonstrated ability to understand and willingness to follow a schedule
- Experiences frequent interruptions, must demonstrate quick return to work and concentration skills
- Requires demonstrated ability to remain organized and meet deadlines
- Requires demonstrated interest in helping students with academic and social emotional needs and adaptability and flexibility in dealing with a wide range of child development and students with emotional and physical disabilities
- Requires demonstration of patience and understanding when working under potentially stressful situations in a classroom, pull out or one to one setting
- Requires demonstrated ability to direct, control and plan activities to engage students and make on-the-spot decisions affecting student safety
- Requires demonstrated ability to calm distraught, angry, or hostile students
- Requires cooperation and ability to work as a team member with lead teacher and other building staff

Physical Demands

- Requires clarity of vision at 20 inches or less and 20 feet or more when working with students. Capable of observing an area that can be seen up and down or to the right and left when eyes are fixed on a given point
- Requires eye-hand coordination and depth perception to model handwriting and manipulate learning materials effectively when instructing students
- Requires handling of various instructional material and ability to grip and grasp using upper extremities
- Requires excellent hearing to listen to and effectively communicate with students
- Requires physical stamina to resist repeated exposure to infectious diseases carried by students
- Requires mobility necessary to twist upper torso and neck constantly to observe and monitor students, reach above shoulder height and below waist; bend forward from the waist to assist students, stoop to floor level and bend from the waist, stand and or walk without restriction for up to 60 minutes, sit for up to 60 minutes while providing instruction to students, climb stairs, walk on uneven ground, maintain normal body balance and equilibrium, walk quickly and or run
- Additionally when working with preschool and elementary aged students requires mobility necessary to sit on lower chairs or stools; bend knees to squatting position and remain for prolonged periods of time; sit or kneel on floor; physically assist student to sit on floor or chair, and crawl
- Requires ability to lift and carry objects up to 50 pounds and assist students from 20 pounds to excess of 100 pounds
- Ability to provide all required physical assistance to students as trained and directed such as positioning, transfers, lifting, mobility, diapering/toileting, catheterization; personal hygiene, dressing, and feeding
- Ability to correctly physically restrain students when necessary for safety reasons
- Ability to push/ pull students in wheelchairs or other adaptive equipment
- May be exposed to moderate to loud noise levels frequently throughout the day
- May be exposed to seasonal weather conditions when outdoors