



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Early Childhood Educator Prep
Payroll/Personnel Type:	10 Month
Job #:	8486
Reports to:	Building Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible
Starting Salary:	\$49,744.77

Position Summary:

SLPS is seeking talented educators with a broad base of knowledge of curriculum and pedagogy. In this position, teachers are expected to plan, organize, and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote learning goals and academic expectations. Our diverse student population deserves and appreciates teachers who are committed and who have a passion for their work. The Early Childhood Educator Prep provides students with a program of study that teaches Early Childhood Education skills, develops employability skills in the area of Early Childhood Education, and reinforces academic skills.

Essential Functions:

- Supervises all students assigned to instructional activities
- Meet and instruct assigned classes in the locations and at the times designated
- Plan and develop a curriculum to meet competency requirements for the occupational/academic
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes, and interests
- Assesses and records student accomplishments regularly through an approved grading system
- Maintains accurate attendance records on students and follows school procedures for reporting student attendance
- Teaches and enforces safety policies and practices required by federal and state laws, the school district, and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Plans and conducts appropriate educational field experiences
- Evaluate and recommend instructional aide, textbooks, and equipment
- Creates, attends, and participates in advisory committee meetings and activities
- Follows the district's policies and procedures as adopted by the Board of Education
- Communicates regularly with parents/guardians
- Identifies senior student internship sites and supervises student placement
- As part of the program evaluation process, maintains a Program Improvement Plan
- Performs other duties and responsibilities as assigned
- Ensures student participation in Career and Technical Student Organizations (CTSOs)

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others



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Experience:

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting
- Early Childhood teaching experience

Education:

- Missouri Certification in Early Childhood Education or ability to obtain a provisional certificate

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.