
Auburn University Job Description

Job Title: **Teacher - AU ELC**

Job Family: No Family

Job Code: **AD52**

Unclassified: AU-ELC

FLSA status: Exempt

Job Summary

Teaches a half-day preschool class at the Auburn University Early Learning Centers in a laboratory school setting, provides high quality care and education for young children and their families, mentors graduate and undergraduate students, and facilitates the Human Development & Family Studies research program.

Essential Functions

1. Plans and implements a curriculum for a group of children (Infancy, Toddler or Preschool) consistent with developmentally appropriate early childhood education practice and in accordance with National Association for the Education of Young Children (NAEYC) accreditation standards.
2. Mentors and facilitates the physical, social, emotional, and cognitive development of children through safe and structured environments.
3. Plans, implements, and evaluates a daily program which includes designing classroom arrangement for optimal learning and developing/planning materials and activities that facilitate active learning for the children.
4. Supervises the daily activities of preschool children (Infancy, Toddler, or Preschool aged-children) and graduate and undergraduate students.
5. Communicates with and serves as a resource for parents on a daily basis, keeping them informed of daily progress of their child.
6. Facilitates the Human Development & Family Studies research program to include distributing and collecting surveys and assisting with settling people in the observation booth for the research team.
7. Participates in modeling best classroom practices for undergraduate students completing course requirements or internships.
8. Collaborates with community resource individuals such as therapist, specialists, and psychologist as needed. Administers medications per doctor's prescribing instructions.
9. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's Degree in Child Development, Infancy/Preschool, Early Childhood Education, or closely related field.
Experience (yrs.)	5	Experience working in a NAEYC (National Association for the Education of Young Children) accredited early learning environment with young children (Infancy, Toddler or Preschool) with laboratory school experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Thorough understanding of child development in all areas of development (physical, social, emotional, cognitive, creative), as well as the skill and ability to appropriately communicate with parents of young children.

Certification or Licensure Requirements

CPR/First Aid Certificate or ability to obtain within 60 days of date of hire.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/15/2020
