



JOB INFORMATION

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|-----------------------|------------------------|
| Job Code | EE51 |
| Job Description Title | KPNC Auxiliary Teacher |
| Pay Grade | AAUC |
| Range Minimum | \$0 |
| 33rd % | \$0 |
| Range Midpoint | \$0 |
| 67th % | \$0 |
| Range Maximum | \$0 |
| Exemption Status | Exempt |
| Approved Date: | 10/17/2024 10:14:26 AM |

JOB FAMILY AND FUNCTION

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|---------------|------------------------------------|
| Job Family: | Academic Services & Administration |
| Job Function: | Academic Programs |

JOB SUMMARY

Plans, creates, and implements the daily program for preschool learning environments at the Kreher Preserve and Nature Center (KPNC).

RESPONSIBILITIES

- Plans and implements a curriculum for a group of children consistent with developmentally appropriate early childhood education practice and in accordance with National Association for the Education of Young Children (NAEYC) accreditation standards.
- Mentors and facilitates the physical, social, emotional, and cognitive development of children through safe and structured environments.
- 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.
- Provides, instructs, and monitors children in the use of a variety of learning materials and resources for use in educational activities.
- Participates in modeling best classroom practices for undergraduate students completing course requirements or internships.
- Collaborates with the community representatives such as therapists, specialists, and psychologist as needed. Administers medication per doctor's prescribing instructions.
- Communicates with parents on a daily basis to keep them informed of daily progress of their child.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|--|-----|---------------------|---|--|
| High School | or GED and at least 9 hours of Early Childhood Education college coursework, a Child Development Associate (CDA) Credential through Council of Professional Recognition, or an Associate's Degree in Early Childhood Education or Child Development. | and | 1 year of | experience working in an early childhood education environment. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|-----|
| Basic understanding of child development in all areas of development (physical, social, emotional, cognitive, creative), as well as appropriate communication with parents of young children. | And |
| Basic knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and psychological research methods. | And |
| Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups. | And |
| Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things. | And |
| Ability to monitor/assess performance of students to make improvements or take corrective action. | And |
| Ability to instruct students individually or in groups, adapting teaching methods to meet students' varying needs and interests. | And |
| Ability to discuss student progress with parents and/or guardians conveying educational needs and results in the classroom. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------------------|--|----------------|------------------|-----|
| Cardiopulmonary Resuscitation (CPR) | First Aid Certificate | within 60 Days | Required | And |
| CDA-Child Development Associate | Some positions may require progress towards CDA. | | Desired | |

REQUIRED PRE-EMPLOYMENT SCREENINGS

TB (Tuberculosis) Skin Test

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | | | X | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

This position may be required to work overtime.