

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 9 months	SECONDARY Early Childhood Instructor
<b>Revised:</b> 04/20/16 <b>Reviewed:</b>	<b>Department</b> CTEC
<b>Level:</b> Faculty	<b>IPEDS</b> Faculty
<b>FLSA:</b> EXEMPT	<b>Reports to:</b> DIRECTOR OF CTEC

**POSITION SUMMARY**

Provide instruction in the early childhood core to Jr. and Sr. students from our five sending schools. Oversee all day to day operations of the school lab (Pre School). Maintain an environment that is cohesive to the learning of secondary students and pre-school students.

**MAJOR FUNCTIONS**

1. Daily classroom instruction for the Early Childhood program.
2. Oversee all day to day operations of the school lab (Pre School).
3. Prepare students for the ECE certification Exam.
4. Teach Dual Credit courses.
5. Network with area preschools, day cares, and elementary schools to set up student practicums.
6. Write the CDA grant, keep records, and complete all reports.
7. Serve as a student advisor for FCCLA and Skills USA.
8. Conduct advisory board meetings twice a year.
9. Communicate with parents/guardians about student progress.
10. Attend education division meeting each year.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's degree required in Early Childhood.
2. Must obtain an Early Childhood certification within two years of hiring. (CDA, ECE)
3. Must have working knowledge of day to day preschool operations.
4. The candidate must possess the ability to successfully pass the FBI Criminal Background Check.
5. Must have concern for young people's education.
6. Ability to establish and maintain positive working relationships with students, staff, and parents.

**EQUIPMENT/SOFTWARE**

Information Technology Abilities required:

- 1-1 Ability to operate a personal computer using the Windows environment.
- 1-2 Ability to understand operation of a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.
- 1-4 Ability to perform basic word processing using MS Word.



**POSITIONS SUPERVISED**

Preschool Teacher Assistant

**WORKING CONDITIONS**

1. Classroom and lab environment
2. Generally indoors in a normal classroom or lab environment with minimal exposure to temperature changes, noise, dust or chemicals.
3. Normal high school academic working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. A neat appearance and appropriate businesslike apparel are required.

**PHYSICAL DEMANDS**

1. Generally work involving mobility within the classroom, campus and clinical setting.
2. Input, access and distribute information using computers.
3. Everyday care of children from three to five years old.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

**LANGUAGE/COMMUNICATIONS SKILLS**

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.