



KIN DAH ŁICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/07/2021

TITLE: FACE Co-Teacher	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: The Early Childhood Co-Teacher provides support to the Early Childhood Teacher, assisting in creating a strong learning environment where preschool children can develop and thrive. The Co-Teacher provides a model for parents on teaching, motivating, and disciplining and communicating with young children. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

Necessary Qualifications:

- High School Diploma and Associate of Arts Degree (or equivalent) in Elementary Education or Early Childhood.
- One year experience working with adults and families.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification within 30 days of hire.
- Valid Arizona Driver's License required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills and Abilities:

- Basic computer competency in email, internet, MS Office and Windows required.
- Demonstrated ability to type 45-words per minutes.
- Excellent written and oral communication skills.

Duties and Responsibilities:

- Leads the classroom in the temporary absence of the Early Childhood Teacher.
- Works as a team player with the guidance of the Early Childhood Teacher.
- Implements the NCFL CIRCLES: A Culturally Appropriate Preschool Curriculum for American Indian Children and the FACE Early Childhood Standards alongside the Early Childhood Teacher.
- Assists the Early Childhood Teacher with the following requirements:
- Develops, publicizes, and carries out a program of Early Childhood Education for FACE Program participants.

- Maintains up-to-date files on each student; prepares accurate reports, written plans and documents.
- Contributes to required monthly reports, end of the year report, and data collection.
- Assists with completion of the Work Sampling System 5th Edition assessment for each student in the fall, and spring and the Expressive One Word Picture Vocabulary Test (EOPVT) three times annually for each child participant.
- Arranges for and/or provides screening services for children and referral services as indicated.
- Maintains weekly and daily lesson plans.
- Supports planning of and participants in Parent and Child Together (PACT) Time as well as all parent engagement activities.
- Uses a variety of instructional approaches, materials and techniques to ensure that children learn to their fullest potential.
- Is knowledgeable and shares information with families about community resources and further academic opportunities.
- Arranges the classroom for organized and accessible learning; ensures that program materials, equipment and environment are kept clean, secure and free from clutter and vandalism.
- Provides a learning environment that is full of literacy learning opportunities and reflects that language and culture of the families.
- Provides a daily routine that is consistent and includes all the required elements of the FACE Program.
- Plans PACT Time with the rest of the FACE team and fully participates daily in PACT Time.
- Supports planning and facilitating Parent Time with the FACE Team.
- Meets weekly with the FACE team to plan and evaluate program services.
- Helps facilitate the monthly FACE Family Circle meetings.
- Reports to the FACE Coordinator on all matters of importance related to the FACE program.
- Attends professional development opportunities to increase job skills.
- Assists in the working toward National Association for the Education of Young Children (NAEYC) accreditation for the program.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: FACE Early Childhood Teacher

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and

responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.