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## Texas A&M University Early Childhood Teacher IV Generic Job Description

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**Classification Title: Early Childhood Teacher IV**

**Job Family: Specialty**

**FLSA Exemption Status: Exempt**

**Pay Grade: 9**

### **Job Description Summary:**

The Early Childhood Teacher IV, under direction, is responsible for supervising and developing programming of an assigned group of children; provides for educational, emotional and physical needs of children under care or supervision. Develops instructional planning that will provide a developmentally appropriate learning environment for young children including social-emotional development, responsive caregiving, assessing and documenting child progress, and assisting with mentoring and supervising others while using a positive team approach. Responsible for developing play-based education and emergent curriculum design with high collaboration within the university and community. Provides a positive laboratory experience for college students.

### **Required Education and Experience:**

- Bachelor's degree or equivalent combination of education and experience.
- Two years of early childhood education experience.

### **Required Licenses and Certifications:**

- Pediatric CPR, Pediatric First Aid Certification, or the ability to be certified within 60 days of employment.
- Child Development Associate (CDA).

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of child growth and development, learning theories, effective learning environments, and appropriate teaching strategies.
- Ability to assess the effectiveness of instructional strategies and learning environments.
- Ability to give, receive, and reflect on constructive feedback.
- Ability to work cooperatively with others in a fast-paced environment.
- Ability to mentor and supervising early childhood preservice teachers and student employees.
- Excellent verbal and written communication skills.
- Strong interpersonal and organizational skills.
- Team building, collaboration, and leadership skills.
- Ability to present information clearly and concisely.

### **Machines and Equipment:**

- Computer/Tablet Devices: 15 hours

- Copy Machine: 1 hour
- Telephone: 3 hours

**Physical Requirements:**

- Requires ability to lift/move light to moderately weighted objects.
- This position requires the ability to safely lift and carry/hold children with proper lifting techniques for children of varying ages and sizes.
- This position may have biological exposure to bacteria and communicable diseases as well as exposure to blood and bodily fluids.

**Other Requirements and Factors:**

- This position is security sensitive.
- This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.

**Essential Duties and Tasks:**

**30%: Classroom Duties**

- Assists with overall center operations in the rare absence of administrators.
- Plans, prepares, and implements curriculum according to appropriate practices and established guidelines.
- Supervises and develops programming of an assigned group of children. Oversees children in the classroom, outdoors and during field trips.
- Develops appropriate and positive management plan and objectives to carry out the goals of the Children's Center.
- Orients, trains, supervises, and works collaboratively with teachers and aides.
- Maintains a safe, stimulating, and developmentally appropriate classroom environment by changing play areas bi-monthly, cleaning toys and equipment based on class and licensing schedule, and checking for hazards daily.
- Determines individual needs of children in class.
- Prepares and maintains daily observational reports regarding significant individual and group behavior.
- Maintains daily attendance records, classroom records, and other documentation including portfolios of children's work.
- Develops training. Submits required documentation, such as lesson plans, daily reports and newsletters by due dates.
- Develops and implements programming assuring the appropriate cognitive, effect, and psychomotor development of children.
- Delegates classroom responsibilities.
- Demonstrates best practices in a model early childhood learning environment.
- Follows policies regarding conducting research to assist faculty/students with data collection.

**20%: Communication and Collaboration**

- Attends staff orientation, staff meetings, and all family/center functions. Serves as a representative on behalf of the Center.
- Resolves conflicts or difficulties with children or parents. Provides conference times with parents periodically or as requested. Establishes and maintains good communication

with families through weekly lesson plans, monthly newsletters, and parent/teacher conferences.

- Provides accommodation for children as needed.
- Establishes and maintains meaningful partnerships with children, families, colleagues, university faculty and staff, and the community.
- Assists in supervising subs and student employees as assigned.

**15%: Regulatory Compliance**

- Adheres to all policies and procedures dictated by the Children’s Center, Texas A&M University, the Texas Department of Protective and Regulatory Services, SACS/Cognia, and Texas Rising Star to ensure compliance for state certification and national accreditation.
- Assists to ensure all federal, local, state, and/or program documentation is complete and accurate.
- Ensures health and safety of children under care or supervision by establishing and facilitating compliance of classroom and Center play rules.

**15%: Research Collaborations**

- Collaborates with university researchers that support the production of new knowledge in the field of early childhood care and education.
- Designs and implements research projects.
- Acts as an advocate for participating children.
- Follows all center and university policies on the implementation of research occurring at Texas A&M University Children’s Centers.

**20%: Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.**

**Is this role ORP Eligible? If so, it needs to meet the criteria on the [Rules and Regulations of the Texas Higher Education Coordinating Board](#).**

- Yes
- No

**Does this classification have the ability to work from an alternative work location?**

- Yes
- No