



Texas A&M University Early Childhood Teacher III P7 Generic Job Description

Classification Title: Early Childhood Teacher III P7

Job Family: Specialty

FLSA Exemption Status: Exempt

Pay Grade: 7

Job Description Summary:

The Early Childhood Teacher III P7, under supervision, assists in classroom activities and instruction which 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 supporting 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:

- Associate'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 develop knowledge 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 assist in mentoring 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: 10 hours

- Copy Machine: 1 hour
- Telephone: 1 hour

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 age and size.
- 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:

50%: Classroom Duties

- Assists with overall center operations in the rare absence of administrators.
- Plans and implements daily curriculum according to developmentally appropriate practices and understand the principles of responsive caregiving.
- Possess a well-articulated philosophy regarding child learning, social-emotional development, and positive guidance.
- Develops and implements emergent and project-based curriculum daily with integrated interest/learning areas.
- Observes, records anecdotal notes, and takes photographs and videos of child development in classroom to be used in coordination with assessment tool for intentional planning and reporting.
- Fully includes children into classrooms with a variety of developmental needs creating a strong classroom community.
- Demonstrates best practices in a model early childhood learning environment.
- Follows classroom routine based on curriculum and developmentally appropriate practices.
- Establishes individual and group goals in coordination with families.
- Conducts family conferences and shares progress reports twice per year.
- Mentors university students by guiding, supporting, and describing appropriate behaviors and effective practices to students connecting theory to practice.
- Supervises and mentors student employees by directly modeling positive interactions with children and demonstrating how they can best support you in the daily routine.
- Supervises and directs student employees to assist in supervision of indoor and outdoor activities to ensure safety.
- Follows policies regarding conducting research to assist faculty/students with data collection.

15%: Communication and Collaboration

- Assists to plan, prepare, and implement developmentally appropriate play-based and culturally responsive early learning experiences based on emergent curriculum including project-based activities to promote children's interests and all developmental levels.
- Assists to resolve conflicts appropriately and efficiently with children or parents.

- 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.
- Maintains good verbal and written communication with families through daily and weekly communication.

10%: 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.

5%: Research Collaborations

- Collaborates with university researchers that support the production of new knowledge in the field of early childhood care and education.
- Coordinates with researchers to implement studies both within and outside of the classroom in ways that support the children’s psychological and physical needs.
- 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