**Early Childhood Teacher III P7 Standard Job Description**

**Classification Title:** Early Childhood Teacher III P7

**FLSA Exemption Status:** Exempt

**Pay Grade:** 7

**Minimum Pay:** $45,000.00

**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.

**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% Duty Title (for the department's use)**

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

**Required Education and Experience:**

* High school diploma and 36 hours of related college credit or equivalent combination of education and/or experience.
* Three years of licensed childcare facility 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
* Copy Machine
* Telephone

**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 policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**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**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**