

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Early Childhood Teacher

Supervisor: Building Administrator

FLSA Status: Exempt

Employee Group: Certified

Qualifications:

1. Valid Illinois Professional Educator License currently registered with Early Childhood endorsement.

Terms of Employment:

- Nine (9) month teacher contract
- If funded by grant, position renewable based upon grant
- If funded by District, year-to-year contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Plan, prepare and facilitate learning activities based on current best practice, reflecting interest and needs of all students/families, aligned with Illinois Early Learning Standards.
2. Create and maintain a child-centered classroom atmosphere, incorporating developmentally appropriate lessons and materials.
3. Maintain an age appropriate system of classroom management.
4. Conduct and utilize student assessment data to guide instructional decisions.
5. Implement on-going assessment of children's abilities and interests through the use of The Work Sampling System, observations, anecdotal records and portfolios.
6. Establish objectives, learning activities and educational plans for all students and families, individualizing through continuous assessment.
7. Assist Parent Educators in completing required grant documentation and compliance through accurate, punctual, record keeping and data collection techniques.
8. Conduct at least four parent face-to-face contacts per year, including a home visit and two parent conferences.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.