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Position #: (PSA) 8379, 8601
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.8468, 6095.....
Developed by:..SW, DMHW; JA
Reviewed by:...LK; SG
Approved by:.....
Date:10/92, 2/95, 7/96,
10/04, 3/12; 9/15

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Teacher, Child Development Center
DIVISION: Academic Affairs (HSS)
REPORTS TO: Coordinator, Child Development Center
GRADE: 11
SUPERVISES: Undergraduate Students

BASIC FUNCTION:

Responsible for curriculum planning and implementation, as well as for the supervision of a group of pre-primary children. Responsible for the supervision and training of undergraduate students interning in the Center. Communicate with the families of the children in the Child Development Center, and serve as a representative of the Child Development Center to the surrounding community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan curriculum consistent with developmentally appropriate early childhood educational practice according to guidelines established by the National Association for the Education of Young Children, the RI Early Learning and Development Standards and serve as a model teacher in its implementation.

Prepare educational materials to meet the physical, social, emotional and cognitive needs of a group of children, reflecting the RI Early Learning and Development Standards.

Complete developmental assessments of each child that incorporate the RI Early Learning and Development Standards and conduct biannual parent-teacher conferences with parents.

Interact daily with parents, sharing pertinent information regarding their children.

Assess, coordinate, supervise and evaluate intermediate and advanced level students enrolled in the laboratory practicum of HDF 203 and HDF 303 over the course of a calendar year (fall, spring and summer semesters), incorporating State and national standards.

May serve as a Rhode Island Department of Education-approved Mentor Teacher for early childhood professionals throughout the state.

Serve as a representative of the Child Development Center in the Rhode Island Early Childhood community. Assist in developing and conducting workshops and training programs on high-quality early childhood curriculum and practices across the state. Participate in state-level professional initiatives, when appropriate.

Attend all scheduled staff meetings, open houses and other parent functions, and assist in the planning and facilitation when appropriate.

Supervise staff, work study students and teacher aides, and provide consistent feedback, evaluation and professional development. Attend to emergency situations in the absence of the coordinator.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in the general organization of the classroom and center.

Show flexibility in meeting the center's scheduling and emergency needs

LICENSES, TOOLS AND EQUIPMENT:

Valid RI early childhood education teacher certification; RI Early Learning and Development Standards Level II Certificate; DCYF and RIDE requirements and certification, including police criminal checks.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in early childhood education, child development, or related field; minimum of one year of experience teaching pre-primary children in a laboratory school or related setting; possession of and maintenance of early childhood education teacher certification valid within the State of Rhode Island; possession of, or ability to obtain within one year of appointment, a RI Early Learning and Development Standards Level II Certificate; evidence of having met all DCYF and RI Department of Education requirements and certifications, including police criminal checks; demonstrated knowledge of practices consistent with developmentally-appropriate early childhood educational practice according to the guidelines established by the National Association for the Education of Young Children; demonstrated strong interpersonal skills; demonstrated verbal and written communication proficiency; demonstrated ability to supervise support staff; demonstrated ability to work with diverse groups.

PREFERRED: Master's degree in early childhood education or related field; demonstrated experience in supervising undergraduates in teacher preparation programs.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.