



## JOB DESCRIPTION

<b>Job Title</b>	Teacher on Special Assignment
<b>Department</b>	Early Learning Program
<b>Reports To</b>	Early Learning Director
<b>Classification</b>	Certified
<b>Location</b>	Prairie Ridge
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Early Learning Program Teacher on Special Assignment assists the Early Learning Director in providing educational leadership to the faculty of Prairie Ridge and the EC4T community sites. This position is responsible for supporting the director in managerial duties, planning and implementing professional development, and coaching early learning teachers at Prairie Ridge and community sites.

## Essential Job Functions

- Implements all school district policies, rules, and regulations.
- Works under the direction of the program director to implement the Parent Child Home program.
- Under the direction of the Program Director, uses the CLASS observation tool to provide observations and coaching to staff in the early learning program.
- Participates cooperatively with EC4T teachers and directors in ECERS meetings to develop an action plan around ECERS observation results.
- Assumes shared responsibility with the program director for day to day management activities at Prairie Ridge.
- Works under the direction of the program director to plan and provide monthly professional development for the early learning program.

## Ancillary Job Functions

- Assumes other responsibilities for student activities as assigned by the Early Learning Director.
- Completes other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Elementary/Middle Level Education.
- Wisconsin teacher certification: Elementary (1088, 1083) / Regular Education (1777)
- Minimum of three years classroom teaching experience.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master’s degree.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of early childhood education, curriculum, and assessment practices.
- Knowledge of instructional coaching for early childhood education.
- Knowledge of the Early Childhood Environmental Rating Scale (ECERS).
- Ability to complete certification in the Classroom Assessment Scoring System (CLASS).
- Ability to communicate effectively with students, parents, and staff.
- Excellent organizational skills.
- Ability to complete coordinator training for the Parent Child Home Program.
- Excellent interpersonal skills.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment.
- Moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and hear.