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## Auburn University Job Description

Job Title: **HELC State Teacher**

Job Family: No Family

Job Code: **AD55**

Unclassified: HELC

FLSA status: Exempt

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### Job Summary

The State Teacher plans, creates, and implements the daily program for preschool learning environments at the Auburn University Early Learning Center (HELC).

### Essential Functions

1. Plans and implements a curriculum for a group of 18 or more children consistent with developmentally appropriate early childhood education practice and in accordance with National Association for the Education of Young Children (NAEYC) accreditation standards.
2. Mentors and facilitates the physical, social, emotional, and cognitive development of children through safe and structured environments. Documents health, vision, hearing, Devereux Early Childhood Assessment for Preschoolers (DECA), and Ages and Stages questionnaire (ASQ3) screenings. Documents the assessment of children on a quarterly basis in the Teaching Strategies GOLD System and uses the data to complete 2 annual parent/teacher conferences.
3. Plans, implements, and evaluates a daily program which includes designing classroom arrangement for optimal learning, and developing planning materials and activities that facilitate active learning for the children.
4. Provides, instructs, and monitors children in the use of a variety of learning materials and resources for use in educational activities.
5. Participates in modeling best classroom practices for undergraduate students completing course requirements or internships.
6. Collaborates with the community representatives such as therapists, specialists, and psychologist as needed. Administers medication per doctor's prescribing instructions.
7. Plans monthly parent enrichment and involvement activities, presents at parent seminars, and meetings with families to keep them informed of daily progress of their child.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Child Development, Early Childhood Education, or related field.
<b>Experience (yrs.)</b>	1	Experience in an early learning environment with young children.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Basic understanding of child development in all areas of development (physical, social, emotional, cognitive, creative), as well as appropriate communication with parents of young children.

Basic knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and psychological research methods.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.

Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Ability to monitor/assess performance of students to make improvements or take corrective action.

Ability to instruct students individually or in groups, adapting teaching methods to meet students' varying needs and interests.

Ability to discuss student progress with parents and/or guardians conveying educational needs and results in the classroom.

#### **Certification or Licensure Requirements**

CPR/First Aid Certificate or ability to obtain within 60 days of date of hire; TB Skin Test

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### **Physical Requirements/ADA**

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 50 pounds

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## **Auburn University Job Description**

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/11/2021

