AUBURN
Human Resources

HELC Teacher
Job Description

JOB INFORMATION

Job Code	AD51
Job Description Title	HELC Teacher
Pay Grade	AAUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	8/5/2024 3:09:47 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Plans, creates, and implements the daily program for preschool learning environments at the Harris Early Learning Center (HELC).

RESPONSIBILITIES

- Plans and implements a curriculum for a group of children consistent with developmentally appropriate early childhood education practice and in accordance with National Association for the Education of Young Children (NAEYC) accreditation standards.
- Mentors and facilitates the physical, social, emotional, and cognitive development of children through safe and structured environments.
- 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.
- Provides, instructs, and monitors children in the use of a variety of learning materials and resources for use in educational activities.
- Participates in modeling best classroom practices for undergraduate students completing course requirements or internships.
- Collaborates with the community representatives such as therapists, specialists, and psychologist as needed. Administers medication per doctor's prescribing instructions.
- Communicates with parents on a daily basis to keep them informed of daily progress of their child.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	0 years of		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	And
Basic knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and psychological research methods.	And
Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.	And
Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	And
Ability to monitor/assess performance of students to make improvements or take corrective action.	And
Ability to instruct students individually or in groups, adapting teaching methods to meet students' varying needs and interests.	And
Ability to discuss student progress with parents and/or guardians conveying educational needs and results in the classroom.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Cardiopulmonary Resuscitation (CPR)	First Aid Certificate	within 60 Days	Required	And
CDA-Child Development Associate	Some positions may require progress towards CDA.		Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

TB (Tuberculosis) Skin Test

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

This position may be required to work overtime.