



Gila Crossing Community School

Job Title: FACE Co-Teacher

FLSA Status: Non-Exempt

Supervised By: FACE Lead Teacher/Coordinator

Classification: Full-Time 10 month Contract

Directly Supervises: Students

QUALIFICATIONS:

1. Previous experience working with elementary aged children is essential and preferred
2. Must possess a CDA and/or AA degree, 60 credits or state certification for para professionals
3. Must be able to read and write in English
4. Obtains and maintains any other required certification, which may include first aid, CPR, food handler's permit, physical exam, tuberculin skin test
5. Valid IVP Fingerprint Clearance Card
6. Ability to successfully pass a pre-employment drug test and extensive background check

JOB GOALS: The preschool co-teacher provides support to the Preschool Teacher, assisting in creating a strong learning environment where preschool children can develop and thrive. The Co-teacher provides a model for parents on teaching, motivating, disciplining and communicating with young children. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

Job Responsibilities:

1. Must work under the guidance of a certified teacher
2. Leads the classroom in the temporary absence of the Preschool Teacher
3. Works as a team player with the guidance of the Preschool Teacher
4. Implements the *NCFL CIRCLES: A Culturally Appropriate Preschool Curriculum for American Indian Children* and the FACE Preschool Standards alongside the Preschool Teacher
5. Meets weekly with the FACE team to plan and evaluate program services.
6. Attends Regional Technical Assistance Days and participates in appropriate online trainings
7. Supports planning and facilitating Parent Time with the FACE team
8. Helps facilitate the monthly FACE Family Circle meetings
9. Reports to the FACE Coordinator on all matters of importance related to the FACE Program
10. Assists in the working toward National Association for the Education of Young Children (NAEYC) accreditation for the program
11. Is willing to attend professional development opportunities to increase job skills
12. Meets other requirements as a staff member of the school
13. Is able to travel to and attend required FACE trainings
14. Is able to work well as a team member to develop the full potential of all participants and also is self-motivated
15. Is mature and sensitive, able to relate well to both children and adults of diverse

socioeconomic and cultural backgrounds

16. Treats each child, parent, and co-worker with dignity and respect

17. Assists the Preschool Teacher with the following responsibilities:

- Develops, publicizes, and carries out a program of early childhood education for FACE (Family and Child Education) program participants
- Maintains up-to-date files on each student; prepares accurate reports, written plans and documents
- Contributes to required monthly reports, end of the year report, and data collection
- Assists with completion of the *Work Sampling System 5th Edition* assessment in the fall and spring and the *Expressive One Word Picture Vocabulary Test (EOWPVT)* three times annually for each child participant
- Arranges for and/or provides screening services for children and referral services as indicated
- Maintains weekly and daily lesson plans
- Uses a variety of instructional approaches including active learning, materials and techniques to ensure that children learn to their fullest potential
- Supports planning of and participates in Parent and Child Together (PACT) Time® as well as all parent engagement activities
- Is knowledgeable and shares information with families about community resources and further academic opportunities
- Arranges the classroom for organized and accessible learning; ensures that program materials, equipment and environment are kept clean, secure and free from clutter and vandalism
- Provides a learning environment that is full of literacy
- Learning opportunities and reflects the language and culture of the families.
- Provides a daily routine that is consistent and includes all the required elements of a FACE program

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking and 40% standing. This job is performed in a generally clean and healthy environment.

WORK ENVIRONMENT: Generally indoors, in a school environment. The employee must occasionally attend events at which large numbers of children and adults are present. The noise level in the work environment is generally quiet to moderately noisy.

Terms of Employment: This is a 10 month contract position. Will work all days listed in the contract and up to 8 hours a day, however, additional hours may be necessary.

The duties listed above are only intended as illustrations of the various types and scope of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment or extension of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.