**P2: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
* Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
* Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
* May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under general supervision.
* Periodic checks on accuracy, quality, and timeliness of outcomes.

*🡪 Context of Decisions*

* Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

*🡪 Job Controls*

* Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
* Guided by general procedures and professional norms.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Problems tend to be modestly technical or operational.

*🡪 Course of Resolution*

* Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
* Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

*🡪 Measure of Creativity*

* Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
* Most of the obstacles, issues, or concerns can be handled with established practice and policy.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.

**SCOPE AND MEASURABLE EFFECT**

* Actions typically affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
* Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

**Job Template**

**GENERAL SUMMARY**

Team teaches an early childhood education program for young children and assists with the research and student training needs of the Human Development and Family Sciences Program. Leads, trains, and evaluates student staff and practicum students.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under general supervision of a supervisor or manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Teaches young children directly, providing for individual needs in all areas of development; arranges classroom environment to meet developmental needs.
* Interacts positively with young children.
* Acts as a model of best practice for all students.
* Leads, trains, and provides feedback to student staff.
* Evaluates performance and provides feedback to introductory laboratory and fieldwork students.
* Conducts developmental assessments on individual children through observation of behavior and development.
* Writes developmental narratives and develops portfolios to document children’s’ progress and maintains accurate records.
* Maintains contact with parents through daily connections, conferences, and electronic media.
* Assists in developing and implementing curriculum, program goals, and classroom procedures in accordance with the philosophy of the Child Development Labs, state licensing, and national accreditation standards.
* Coordinates curriculum development and implementation with other classroom teachers.
* Maintains a safe and sanitary environment in compliance with university, state, and national accreditation policies.
* Makes recommendations regarding educational innovations and improvements.
* Serves as a resource to parents, the University community, the public, and outside agencies in matters pertaining to early childhood education.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in early childhood development or related field
* Three to four years of related classroom teaching experience
* Early Childhood Teaching Credential (ECTC)

**COMPETENCIES**

**Knowledge of:**

* Principles and methods for training, teaching, and instruction of individuals and groups
* The principles and methods of play-based and other emergent curricula
* Techniques for the assessment of student learning
* Relevant equipment, policies, procedures, and strategies to promote effective local, state, or university security operations for the protection of the children.
* Microsoft Office and related software applications

**Skill in:**

* Classroom management and positive behavior guidance
* Planning and organization
* Understanding practicum students and fostering student success
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Lift up to 50 pounds
* Play on the floor with children
* Embrace and demonstrate the institution’s Core Abilities and Standards of Teaching Excellence in development and delivery of instruction
* Meet Higher Learning Commission (HLC) standards
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Interact well with children, families, and campus personnel
* Learn new skills and be flexible.
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management