



EMPLOYEE NAME: _____

Created 5/12; Rev. 5/12; 10/12 ;10/223/24

JOB DESCRIPTION

POSITION TITLE: Teacher, Education and Training (Early Childhood Education)	JOB CODE: 150
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORKDAYS: 187
REPORTS TO: Principal	PAY GRADE: CIT (4,5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides quality standards-based instruction in Early Childhood Education (ECE); assesses and encourages student progress; manages an effective learning environment to maximize student achievement.	

REQUIREMENTS:

1.	Education Level: Bachelor’s degree, or higher, in Elementary Education or Education Human Services (Family and Consumer Sciences)
2.	Certification/License Required: Valid Georgia Teaching Certificate in FLD790: Family and Consumer Sciences (6-12) or FLD808: Elementary Education (P-5)
3.	Experience: NA
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Facilitates/coordinates an Education and Training (ECE) curriculum with career-related instruction; assesses and provides for differentiation to assure student progress while managing the learning environment.
3.	Complies with state and system level regulations and policies; including the rules of the Professional Standards Commission Code of Ethics for Educators.
4.	Models enthusiasm for Education and Training (ECE) and demonstrates current innovations in the industry, including competition within the global economy.
5.	Administers developmental testing programs, subject-specific formative/summative assessments, and industry-recognized technical skill assessments for the purpose of evaluating students’ industry certification competency levels attainment and/or the monitoring and development of individual learning growth and student progress towards achieving Individual Graduation Plan’s (IGPs) goals.
6.	Sponsors/infuses co-curricular Career and Technical Student Organization (CTSO) experiences for students in the program for the purpose of leadership development, advanced technical skills attainment, workforce readiness preparation, and college career-readiness studies.
7.	Manages and maintains program’s assigned equipment, software, and supplies.
8.	Maintains professional development competence through on-going educational and professional development training, as required for certification.
9.	Engages, conducts, and documents meeting minutes of an active local Education and Training Advisory Committee for the curriculum area’s career-related activities support.

10.	Establishes and maintains industry and post-secondary connections to promote/encourage students' participation in continuing education opportunities including Dual Enrollment, Joint Enrollment, and Articulation Credit programs.
11.	Maintains prompt and professional communication with parents.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____