**P1: 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.
* Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
* May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under supervision.
* Progress and outcomes are reviewed for consistency with instructions and established procedures.

*🡪 Context of Decisions*

* Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

*🡪 Job Controls*

* Receives some instructions with respect to details of most work assignments.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Course of Resolution*

* Resolutions are typically generated by utilizing existing procedures or practice.
* Typically, problems can be quickly and relatively easily resolved.

*🡪 Measure of Creativity*

* Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly 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**

Under the supervision of a designated supervisor, supports the Human Development and Family Sciences and early-childhood education programs. Assists with research, teaching, and the training and leading of student staff.

**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.
* Assists in leading and training student staff, providing feedback to the Master Teacher.
* Provides information to teachers and master teachers for use in developmental assessments on individual children through observation of behavior and development.
* Participates in relationship maintenance with parents through daily connections, conferences, and electronic media.
* Serves as a resource to parents, the University community, the public, and outside agencies in matters pertaining to early childhood education.
* Assists in planning and implementing curriculum, program goals, and classroom procedures in accordance with the philosophy of the Child Development Labs.
* Maintains a safe and sanitary environment in compliance with university, state, and national accreditation policies.
* Provides input and observations to assist with educational innovations and improvements.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in early childhood development or related field.
* Completed practicum work or one to two years of related experience.

**COMPETENCIES**

**Knowledge of:**

* Principles and methods for teaching and instruction for individual and groups of young children
* Teaching methodology
* 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
* Planning and organization
* Understanding 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 written and verbal 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