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| <p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p> | |
| <p>JOB TITLE: Early Childhood Care and Education (ECCE) Teacher</p> | |
| <p>JOB SUMMARY:</p> <p>Requires the incumbent to teach students in ECCE Centres in accordance with the approved curriculum. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the all-round development of students.</p> | |
| <p>REPORTS TO:</p> | <p>ECCE Administrator</p> |
| <p>SUPERVISION GIVEN TO:</p> | <p>N/A</p> |
| <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Plans activities using a variety of materials and equipment to improve the social, emotional, physical, creative and intellectual development of children ages three (3) to five (5) years old. • Evaluates the needs of individual children in his/her care and prepares activity plans to meet those needs. • Prepares materials and teaching aids as necessary. • Maintains records as required. • Supervises Teaching Assistants. • Attends staff, parents and Board/Support Team meetings. • Participates in professional development programmes geared towards their own personal and professional development. • Assists in general duties as required from time to time to maintain the efficient operations of the ECCE centre. • Ability to communicate effectively with others both orally and in writing. • Ability to identify problems, determine information accuracy and relevance, generate and evaluate alternatives and make recommendations. • Ability to establish and maintain effective working relationships with others. | |
| <p>KNOWLEDGE, SKILLS AND ABILITIES:</p> | |
| <p>KNOWLEDGE:</p> | <ul style="list-style-type: none"> • Sound knowledge of the theory and practice of early childhood education. • Sound knowledge of evaluation and measurement techniques. • Sound knowledge of modern methods, principles and techniques of teaching. |



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| | <ul style="list-style-type: none"> • Sound knowledge of the philosophy and psychology of education. • Sound knowledge of the use and operation of tools, equipment/machinery in the subject area(s). • Sound knowledge of modern skills and techniques in the particular subject. • Working knowledge of safety practices specific to the teaching location. • Working knowledge of the principles and techniques of counselling. • Basic knowledge of the principles and practice of First Aid. • Basic knowledge of the Civil Service and Public Service rules and regulations. • Basic knowledge of the relevant computer applications. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Sound evaluation and measurement skills. • Sound communication skills. • Sound human relation skills. • Sound planning and organizing skills. • Sound skills in the operation of tools and equipment pertinent to subject area taught. • Sound skills in the observation and analysis of students' behaviour. • Intermediate counselling skills. • Basic computer skills. |
| MINIMUM EXPERIENCE AND TRAINING: | |
| <ul style="list-style-type: none"> • 5 CXC/GCE O Levels (General Proficiency) including Mathematics and English. • Bachelor's Degree in Early Childhood Education. • Minimum of five (5) years' experience in the field of ECCE. • Experience in Curriculum Development and Implementation at the classroom level- ECCE. • OR • Any equivalent combination of experience and training in the field of ECCE. • Recognized Certificate in Administration and Management of ECCE will be an asset. | |