



Job Description

TITLE: ACDS Instructor

DESCRIPTION: Be familiar with the best practices in developmental programming for young children. Be able to use learning based curriculum and to apply active learning techniques in teaching adults (and secondary students). Be able to replicate the exemplary Child Care Apprenticeship program developed by Cabell County in a joint venture with the Department of Labor and River Valley Child Development Services. Must have attended a five-day Instructor's Academy.

EDUCATION: Professional, with at least one years work experience with children age birth - 8 in a group setting and a four-year degree in early childhood education, home economics/family and consumer science emphasis in early childhood education.

Must be able to demonstrate the ability to apply developmentally appropriate practice.

Instructors are expected to:

- Hold class for 15 weeks.
- Have class for two and a half to three hours each week.
- Teach "best practices as recommended by NAEYC"
- Support lecture with hands-on activities and group work.
- Reschedule a cancelled class or provide a certified instructor as a sub.
- Provide three basic homework assignments per week, including a journal, reading assignment, and lab work (approximately two hours of homework).
- Manage discussion of "problem" topics so they are objectively analyzed and not judged.
- Have syllabus before class begins.
- Use a STARS sign in - sign out sheet.
- Be punctual with reports, grades, records, and in reporting to class.
- Send the state coordinator the registration forms and syllabus at the beginning of the semester.
- Provide a certified instructor or be in class even when there is a guest speaker.
- Provide apprentices with the appropriate paperwork.
- Follow the attendance policy for apprentices.
- Follow the grading policy for apprentices.
- Assist students to develop productive work habits and study skills.
- Communicate class-related issues and concerns with local council representatives.
- Follow the NAEYC Ethical Code of Conduct.
- Accommodate individual learning differences.
- Command respect by example in appearance, manners, behavior, and language.
- Have materials, supplies, and equipment ready at the start of the class.
- Follow the philosophy as presented in the ACDS curriculum.
- Conduct site visits of each apprentice during second semester (third and fourth if not completed by previous instructors).
- Maintain records of each student to pass on to next instructor.
- Deliver approved curriculum in accordance with and as sanctioned by ACDS.
- Return resource materials to local council library upon completion of agreement.
- Do not disseminate copy or use ACDS training materials for other purposes aside from ACDS classes.
- Attend Instructor's Updates as required.
- Show proof of holding a WV STARS trainer certification.
- All paperwork must be submitted within 30 days of the last day class is taught or instructor will risk forfeiture of their payment.