

TEACHER	
REPORTS TO	Center Manager
DEPARTMENT	Child and Family Development Programs
PROGRAM ASSIGNED	Head Start
LOCATION	Center Locations
SUPERVISORY	Yes, 1-3
FTE STATUS	80%-100% (approx. 9.5 - 11 months a year)
FLSA STATUS	Non-Exempt
SCHEDULE	M-F 7:30AM-4:00PM (Depending on class time)
SALARY RANGE	\$21.87-\$45.25 / Hour

PRIMARY PURPOSE

The teacher is responsible for developing an atmosphere for learning that is pleasant for children, families, volunteers, and staff. S/he will plan and implement an appropriate program following the Integrated Work Plan that will address the intellectual, emotional, social, and physical development of each child. The teacher will coordinate the activities in the classroom and on home visit while developing and maintaining positive relationships with families. S/he will encourage and assist parents to become involved in the development of their own children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide supervision to all staff and volunteers assigned to the classroom.
Provide role modeling and training for assistants, aides and volunteers.
 - a. Delegate appropriate duties to assistants, aides and volunteers as assigned in the job description and program policies.
 - b. Include assistants, aides, parents, and volunteers in planning.
 - c. Evaluate assistants, aides, and volunteers objectively and regularly.
2. Plan and implement a developmentally appropriate program which meets the intellectual, emotional, social, and physical needs of each child and is based on the goals and curriculum of our program.
 - a. Insure compliance with program plans and performance standards.
 - b. Insure that individual goals set for each child are carried through in the classroom and on home visits including IFSP goals.
 - c. Complete daily lesson plans and submit to Center Manager in a timely manner.
 - d. Have daily plans with assigned responsibilities available in the classroom each day.
 - e. Post daily schedule.
 - f. Insure that daily lesson plans document implementation of the Program Plans.
3. Maintain written records on individual children and their families within program time frames.
 - a. Insure that IFSP documentation is recorded and updated regularly and in a timely manner for children with disabilities according to interagency agreements.
 - b. Insure that Individual Plan is complete for each child in a timely manner and are updated regularly.
 - c. Insure that SOAP files are completed and kept up to date.
 - d. Insure that each child's developmental progress is assessed, tracked and documented according to program standards and policies.
4. Promote the development of parent's skills as the primary educators of their children.
 - a. Conduct home visits and help to educate parents in the areas of Education,

- Health/Nutrition/Dental, and Social Services as outlined in program plans.
- b. Assure required home visits with all families are completed.
- c. Encourage parents to become "teacher" on home visits.
- d. Encourage parents to volunteer in the classroom, attend monthly parent meetings and trainings.
- e. Coordinate home activities with classroom activities.
- 5. Insure that children are constantly supervised with consistent and positive guidance techniques.
 - a. Maintain with the assistant teacher and classroom aides a positive and consistent approach for behavior management.
 - b. Assist the bus driver and bus aide with behavior management.
 - c. Assure that classroom activities are carried out in a timely manner.
- 6. Responsible for classroom environment and safety.
 - a. Provide an effective arrangement of space.
 - b. Insure proper maintenance of equipment.
 - c. Conduct monthly fire drills and emergency procedures (earthquake, tidal waves, etc.).
 - d. Handle and be prepared for local emergency situations.
 - e. Responsible for condition of classroom - set up, tear down and sanitizing for other occupants (i.e., church),
- 7. Insure that routines are carried out in a manner that is consistent with appropriate child development practices and within health and safety guidelines.
- 8. Provide experiences that will promote individual self-expression in conversation, imaginative play, and creativity.
- 9. Provide a variety of language stimulation activities.
- 10. Provide experience involving thinking skills such as generalizing, classifying, sorting, and problem solving.
- 11. Insure that parents receive adequate information about their child's experiences at the center.
- 12. Provide advocacy and support for families.
- 13. Contribute to the operation of the center and program by attending and participating in center, class and program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
- 14. Assist in the evaluation and planning of program plans.
- 15. Help collect in-kind for the center.
- 16. Help with inventory at the end of the year.
- 17. Work as a team member with all staff.
- 18. Perform other duties as assigned by supervisor.
- 19. Willing to improve self professionally and to take part in on-the-job training.
- 20. Must attend a minimum of 24 clock hours of professional development per year.
- 21. Maintain program and client confidentiality policies.
- 22. Support and work with all interagency agreements.
- 23. Maintain good working relationships with community agencies and individuals.
- 24. Work in a cooperative manner with all staff and program committees to ensure a team approach to the delivery of services to the families and children in Head Start.
- 25. Must maintain a working knowledge and implement program plans, policies and Head Start Program Performance Standards.
- 26. Fulfill requirements as a Mandatory reporter.
- 27. Other duties assigned.

OTHER DUTIES AND RESPONSIBILITIES

1. Be a respectful, cooperative, and reliable team member, consistently treating co-workers, families, and community partners with respect and dignity.
2. Contribute to the operation of the program by attending and participating in program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
3. Support in the evaluation and planning of program goals and plans.
4. Maintain professional and collaborative relationships by supporting and implementing position related duties of program contracts, MOU's and interagency agreements.
5. Maintain professionalism in dress and manner: Arrive to work on time, ready to work and participate. Meet program timeframes, checking email daily as well as site specific communication systems.
6. Ensures and maintains strict confidentiality of all sensitive information.

Code of Conduct:

Perform all work in compliance with program plans, policies, Head Start Program Performance Standards, and CAT Codes of Conduct.

Confidentiality:

Respect and maintain program and client confidentiality policies regarding enrolled children and families, personnel issues, and other program operations as appropriate. Continuously ensure strict confidentiality of all sensitive information encountered while performing the duties of the position.

Training:

In consultation with supervisor, develop professional work goals and development plan, participating in training as requested.

JOB/BEHAVIORAL COMPETENCIES

1. Experience and education in children's learning styles.
2. Evidence of organizational skills with attention to detail.
3. Must have a current pediatric and adult First Aid/ CPR cards.
4. Must have dependable transportation and/or valid driver's license and auto insurance.
5. Evidence of ability to work in a cooperative team manner, coordinate directly with members of management, able to follow directions and program rules and policies.
6. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
7. Must be willing and available to work flexible hours, occasional evenings or weekends; also, to include the ability to attend meetings and trainings that may require out-of-town travel and overnight stays.
8. Must have intermediate working knowledge and skills with computers including Microsoft Office, Adobe, Google Drive, etc.
9. Ability to work with families from a diverse population.
10. Ability to de-escalate situations effectively, and to problem solve efficiently and bring issues to resolution.
11. Ability to return to task quickly despite constant interruptions.
12. Make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities. Utilize problem identification and resolution techniques.
13. Establish and maintain records, reports and statistical data.

14. Remain calm and use good judgement during confrontational or high-pressure situations.
15. Ability to effectively communicate positively, respectfully, sensitively and confidentially in a professional manner with children, families, community partners and co-workers in both verbal and written format.
16. Understanding effective mentoring and modeling strategies.
17. Ability to adhere to program rules and program requirements.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. AA degree in Early Childhood Education.
2. Must have two years preschool teaching experience in a classroom or center-based setting.
3. Minimum of one year of experience as a direct supervisor.

PREFERRED:

1. Baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education.
2. Bilingual skills preferred.

PHYSICAL DEMAND

<input checked="" type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.		X		
Between 1 & 5 lbs.			X	
Between 5 & 25 lbs.			X	
Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input checked="" type="checkbox"/> Other (kneeling)		

MENTAL OR VISUAL DEMAND

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation/task performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the process involves intermittent checking or interacting with others.
<input checked="" type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor and respond to various situations.

<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
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<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.
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WORKING CONDITIONS

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

X	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
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<input type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
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<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
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<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
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<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.
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ATTENDANCE

1. Typical schedule is Monday-Friday
2. Hours are generally 7:30 AM – 4:00 PM with occasional need for weekend or off-hours support for events, trainings, etc.

SAFETY

Compliance with regular safety guidelines is acceptable.

FLSA STATUS

Exempt

CERTIFICATES/LICENSES

1. Food Handler's
2. Driver license
3. First Aid & CPR – Adult/Children

EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

<input type="checkbox"/> Executive/Senior Level Managers (1.1)	<input type="checkbox"/> First/Mid-Level Managers (1.2)	<input type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)
<input type="checkbox"/> Sales (4)	<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)
<input type="checkbox"/> Laborer (8)	<input type="checkbox"/> Service Worker (9)		

SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>