

## POSITION DESCRIPTION

<b>Title:</b> Teacher	<b>Date Prepared/Reviewed:</b> 11/3/2000, 04/29/02, 06/20/02, 7/13/04
<b>Reports to:</b> Site Coordinator	<b>Supervises:</b> Teacher Assistant, Bus/Classroom Assistant
<b>Purpose of your Position:</b> To plan and implement a developmentally appropriate Head Start classroom for children that will promote social-emotional, physical, fine and gross motor and cognitive growth. To manage the classroom and staff.	<b>Status:</b> Non-exempt

Below are the essential duties of this position. Other duties may be assigned as needed.

### ESSENTIAL DUTIES:

1. Organizes and implements curriculum for children in the environment with direction from the Child Development/Parent Coordinator and Head Start/Early Head Start Coordinator.
2. Plans and provides individual activities that encourage children to solve problems, initiate activities, develop language, and gain mastery of skills through learning by doing.
3. Develops and implements daily individualized written plans that support each child's learning using various strategies including experimentation, inquiry, observation, play and exploration. Plans must include sufficient time indoors and outdoors for active play and movement that support the development of gross motor skills. Plans must also include appropriate time, space, equipment, materials and adult guidance for the development of fine motor skills. Adaptations to materials and equipment will be provided for children with special needs.
4. Implements Child Outcomes assessments and reports.
5. Participates in Head Start child literacy efforts.
6. Conducts organized family conferences with the assistance of the Teacher Assistant for the purposes of facilitating open communication between home and classroom.
7. Serves as a support and resource for classroom staff. Coordinates the day-to-day operations of the classroom.
8. Directly supervises the Teacher Assistant and Bus/Classroom Assistant. Provides assignments, feedback, annual performance evaluations, guidance, discipline, and similar supervisory duties. Provides assistance and appropriate resources to resolve complaints, conflict, performance deficiencies, and other issues.
9. Communicates daily with parents regarding their child's development.
10. Records regular and ongoing observations regarding child development. Shares observations with parents and Coordinators to enhance the Coordinator's ability to make appropriate referrals. Consults with Family/Child Development Coordinator and Health Coordinator for goal setting and follow-up.
11. Responsible for record keeping including: developmental checklist, IFSP's, anecdotal records, weekly objectives and daily lesson plans, quarterly reports on individual children.
12. Assists with developmental screenings.

13. Participates in Individualized Education Plans (IEP) and Family Partnerships Agreement as appropriate.
14. Assists with the transition process of each child to the next environment with the involvement of the parent and appropriate staff.
15. Arranges for smooth operation of food service, including serving meals family style in a pleasant, well-lit area that encourages socialization. Infants and toddlers are held while being fed and are not laid down to sleep with a bottle.
16. Ensures good health practices, such as teeth brushing and hand washing, are practiced.
17. Keeps accurate attendance records.
18. Oversees the purchase of supplies and equipment as needed.
19. Participates in relevant training, including staff meetings.
20. Maintains good client-agency relations, acts professionally and positively represents the agency. Maintains client confidentiality.
21. Reports to supervisor any observations that may be a concern, particularly as defined by the SENDCAA Child Abuse/Neglect Plan.
22. Supports team efforts, actively works to generate respect and enthusiasm, cooperates with others, and actively learns from other team members.
23. Takes the initiative to identify problems, uses judgment to find appropriate solutions and follows through on resolving issues in a timely manner.
24. Interacts and communicates with clients and other staff in a professional and appropriate manner and responds to and gives feedback in a respectful and positive manner.
25. Reports to work on time prepared to perform the duties of the position and willing to perform the duties as workload necessitates.

**OTHER DUTIES:**

1. Assists Parent Coordinator in ensuring adequate parent and volunteer participation is being met.
2. Occasional travel to other sites.
3. Performs other duties as assigned or requested.

**Education/Training Required:**

- AA Degree in Early Childhood Development
- CPR and First Aid certified and annual renewal of CPR and First Aid license (or audit the course is physically necessary)

**Minimum Experience and Skills Required:**

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1 year experience teaching in an early childhood environment
- Knowledge of developmentally appropriate practices in early childhood education.
- Ability to perform work with independence under general direction of supervisor.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to communicate effectively, verbally and in writing, with children, parents, and staff.
- Ability to interact with others in a professional and appropriate manner.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.

	<ul style="list-style-type: none"> <li>• Ability to meet Head Start Performance Standards and regulations, including becoming CPR and First Aid certified within the first 12 months of employment (or audit the CPR course if physically necessary).</li> <li>• Ability to perform work independently under general direction of supervisor.</li> <li>• Capable of reporting to work on time prepared to perform the duties of the position and willingness to perform duties as workload necessitates.</li> <li>• Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission and while adhering to policies, procedures, and regulations.</li> </ul>
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<p><b>Education/Training Preferred:</b></p> <ul style="list-style-type: none"> <li>• BA in Early Childhood Development</li> <li>• Child Development Associate credential or willingness to complete the CDA credential.</li> </ul>	<p><b>Experience and Skills Preferred:</b></p> <ul style="list-style-type: none"> <li>• Supervisory experience</li> </ul>
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The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.

**Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.

Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Intermittently, the employee is required to exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Infrequently, the employee is required to exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

**The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**

**I have read and understand the above Position Description:**

<b>Employee Signature</b>	<b>Date</b>
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