

POSITION DESCRIPTION

Title: Teacher- Early Head Start	Date Prepared/Reviewed: 06/19/02, 1/20/10, 2/26/10, 10/19/10, 5/24/12, 4/8/13,3/14/17, 2/1/2018
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Reports to: Education Coordinator	Supervises:
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Purpose of Position:
The Teacher provides children with a positive learning environment and varied experiences that will help lead them develop in all areas in a manner appropriate to their age and stage of development. The Teacher works in collaboration with a Co-Teacher and Site Team to enhance the parent’s role as the principal influence on the child’s education and development.

Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.

ESSENTIAL DUTIES:

- Organizes and implements the Creative Curriculum to fidelity for children in the environment with direction from the Education Coordinator.
- Participate in coaching process with Teacher Coach & Education Coordinator to promote positive, effective learning environments for children.
- Become familiar with and implement school readiness goals.
- Plans and provides individual activities that encourage children to solve problems, initiate activities, develop language, and gain skills through learning by doing.
- Follow program policies (naptime, outdoor play, etc.).
- Develops and implements daily individualized written plans, based on the Creative Curriculum for Infants, Toddlers, and Twos, and as outlined in the SENDCAA Head Start Classroom Notebook.
- Implements Conscious Discipline to fidelity.
- Responsible for collecting and recording child observations regularly regarding child development, completes necessary assessments, and reports. Shares observations with parents, coordinators, and education staff to help facilitate appropriate referrals.
- Plans, completes and records two Home Visits and two Conferences per year per child/family.
- Communicates regularly with parents regarding their child’s day.
- Encourages parent/volunteer participation in the classroom.
- Responsible for maintaining records as indicated in the SENDCAA Employee Manual and in the SENDCAA Head Start Classroom Notebook.
- Assists with developmental screenings, when needed (ASQ/ASQ:SE).
- Participates in implementation of Individualized Family Support Plans (IFSP), as appropriate.
- Assists in the transition process and ensures each child has a successful transition in and out of Early Head Start with collaboration of the family and appropriate staff.
- Responsible for implementing family style meals in a pleasant, well-lit area that encourages conversation & socialization.
- Provides leadership and support to Co-Teacher and collaborates in weekly planning with the Co-Teacher.

- Ensures good health practices, such as tooth brushing and hand washing, are practiced.
- Participates in relevant training, including staff meetings, site meetings, reflective supervision & case management.
- Report any observations that may be of concern, particularly as defined by the SENDCAA Child Abuse and Neglect plan.
- Respect each family's cultural, ethnic, and linguistic diversity.
- Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcome Framework.

OTHER DUTIES:

- Performs other duties as assigned or requested.
- Occasional travel to other sites.
- Some nights are required due to Home Visits/Conferences & Family Events.

Education/Training Required:

- Minimum of a CDA (Child Development Associates) or ability to obtain in 6 months.
- CPR and First Aid Training, within 3 months of hire
- Complete the Interrater Reliability Training, within 3 months of hire
- Complete Child Abuse & Neglect Training, within 3 months of hire

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.

- One year experience in an Early Childhood Environment
- Knowledge of developmentally appropriate interaction with young children
- Ability to communicate in a professional and appropriate manner with children, parents, and staff.
- 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.
- Ability to perform work independently under general direction of supervisor.
- Supports team efforts, cooperates with others and actively learns from other team members.
- Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission while adhering to policies, procedures and regulations.

Education/Training Preferred:

- AA or BA in Early Childhood Education

Experience and Skills Preferred:

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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 a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

Employee Benefits and Wage: Information provided in addition to position description.

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.

Employee Signature:

Date: