

## POSITION DESCRIPTION

<b>Title:</b> Co Teacher- Early Head Start	<b>Date Prepared/Reviewed:</b> 06/02, 1/10, 3/10, 10/10, 8/12, 3/2017, 4/2020, 7/2020, 7/2022,7/2023
<b>Reports to:</b> Education Coordinator	<b>Supervises:</b> None
<b>Schedule:</b> Follows the Early Academic Calendar Schedule, 8:00 am-4:00 pm, year-round position with some breaks	
<b>Purpose of Position:</b> The Teacher provides children with a positive learning environment and varied experiences that will help them develop in all areas in a manner appropriate to their developmental level. The Teacher works in collaboration with Co-Teacher and Site Team to enhance the parent's role as the principal influence on the child's education and development.	
Below are the essential duties of this position. Other duties may be assigned, as needed. <b>May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit the program needs.</b>	
<b>ESSENTIAL DUTIES:</b> <i>Program</i> <ul style="list-style-type: none"><li>• Participates in staff meetings, site meetings, reflective supervision, and relevant training</li><li>• Responsible for maintaining records as indicated in the SENDCAA Employee Manual and in the SENDCAA Head Start Classroom Notebook</li><li>• Report any observations that may be of concern, particularly as defined by the SENDCAA Child Abuse and Neglect plan</li><li>• Follow program policies (naptime, outdoor play, etc.)</li><li>• Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework</li></ul>	
I understand my duties under the <i>Program</i> section (please initial):	
<i>Education</i> <ul style="list-style-type: none"><li>• Become familiar with and implement school readiness goals</li><li>• Collaborates with the Co-Teacher to organize and implement curriculum to fidelity for Early Head Start children, also will assist Co-Teacher in day-to-day classroom planning, preparation, and activities</li><li>• Participate in coaching process with Teacher Coach &amp; Education Coordinator to promote positive, effective learning environments for children</li><li>• Assists with home visits/conferences</li><li>• Assists with the completion of regular reports and observations of each child's participation and developmental progress</li><li>• Establish and maintain a positive classroom climate</li><li>• Use effective strategies to guide children's learning</li><li>• Active supervision and interact with children in positive ways to support development and learning.</li><li>• Implements Conscious Discipline to fidelity</li><li>• Implement Baby Doll Circle Time Curriculum</li></ul>	

- Encourages volunteer & parent participation in the classroom
- Provide mentorship to new teachers
- Provide guidance and supervision to substitute teachers and classroom floats

I understand my duties under the *Education* section (please initial):

*Classroom Organization*

- Assists in the upkeep and maintenance of the classroom equipment, materials, and supplies
- Assists Co-Teacher in day-to-day classroom planning, preparation, and activities

I understand my duties under the *Classroom Organization Duties* section (please initial):

*Family*

- Respect each family's cultural, ethnic and linguistic diversity
- Communicates regularly with parents regarding their child's development
- Encourages parent/volunteer participation in the classroom
- 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

I understand my duties under the *Family* section (please initial):

*Health and Safety*

- Assists with food service, including serving meals family style in a pleasant, well-lit area that encourages socialization
- Ensure infants and toddlers are held while being fed and are not laid down to sleep with a bottle
- Models good health practices, such as tooth brushing and hand washing

I understand my duties under the *Health and Safety* section (please initial):

*Other Duties*

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

I understand my duties under the *Other Duties* section (please initial):

**Education/Training Required:**

- Infant/Toddler CDA Credential or Associates degree in Early Childhood Education
- CPR and First Aid certified within 3 months of hire
- Completes Mandated Reporting Interactive Training, within 1 month of hire

**Education/Training Preferred:**

Associates or Bachelor's Degree in Early Childhood Education

**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 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

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 accommodations 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, carry, 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, see/observe, and communicate (talk and hear). 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. Intermittently, the employee is required to jump, crawl or climb.

**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