

## POSITION DESCRIPTION

<b>Title:</b> Teacher, Head Start	<b>Date Prepared/Reviewed:</b> 11/00; 4/02; 6/02; 1/07; 2/10; 8/12; 4/13; 4/14; 3/17; 3/20; 11/21; 7/22; 6/23
<b>Reports to:</b> Education Coordinator	<b>Supervises:</b> Teacher Assistant

**Schedule:** Follows an academic 9 month Calendar.  
Part Day works Monday-Thursday 7:30-4, Fridays 7:30-1:30, some Non-Work Fridays throughout the year  
Full Day works Monday-Friday 8-4

**Purpose of Position:**  
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 age and developmental stage. The Teacher works in collaboration with the Assistant 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.

**May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit program needs.**

**ESSENTIAL DUTIES:**

*Program*

- Education All Head Start staff are trained as mandated reporter and will report any observations of concern to Cass County Social Services
- Responsible for following Head Start and SENDCAA program policies and procedures, which include Standards of Conduct, Naptime, Outdoor Play, Classroom Relief, Mealtime, etc
- Supervises Teacher Assistant while providing leadership and support. Collaborates weekly planning and monthly reflective supervision with Teacher Assistant
- Participates in relevant trainings, staff meetings, site meetings, reflective supervision & case management meetings

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

*Education*

- Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework
- Become familiar with and implement school readiness goals
- Organizes and implements the Creative Curriculum for Preschool to fidelity for children in the environment with direction from the Education Coordinator
- Participates in coaching process with Teacher Coach & Education Coordinator to promote positive, effective learning environments for children
- Implements Conscious Discipline to fidelity
- Develops and implements daily, individualized written lesson plans while following curriculum studies from the Creative Curriculum for Preschool. Teachers will also follow the requirements listed on the Weekly Planning Form Requirements form
- Plans and provides individual activities that encourage children to solve problems, initiate activities, develop language, and gain skills through learning by doing
- Responsible for collecting and recording child observations regularly regarding child development

- Complete necessary assessments and reports
- Shares observations with parents, coordinators, and education staff to help facilitate appropriate referrals
- Plans and completes two Home Visits and two Conferences per year per child/family
- Completes the ASQ:SE screening on each child in the classroom and assists with the Brigance screening when needed
- Participates in implementation of Individualized Education Plans (IEP), as appropriate
- Distributes and help families understand and complete in-kind paperwork.
- Becomes familiar with and utilizes Seesaw for regular written communication with families for events, child progress, daily happenings and other messages. Assist families in connecting with Seesaw and regular use for communication

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

*Classroom Organization*

- Organizes the upkeep and maintenance of the classroom equipment, materials, and supplies
- Guides Teacher Assistant in day-to-day classroom planning, preparation, and activities

I understand my duties under the *Classroom Organization* 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
- Participates in the transition process, and ensures each child has a successful transition in and out of Head Start with collaboration of the family and appropriate staff

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

*Health and Safety*

- Models/Guides good health practices, such as tooth brushing and hand washing, ensuring they are practiced regularly
- Responsible for implementing family style meals in a pleasant, well-lit area that encourages conversation & socialization. See Mealtime procedure for further instruction
- Ensures no child will be left alone or unsupervised at any time.

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

**OTHER DUTIES:**

- Occasional travel to other sites
- Occasional evenings are required due to Home Visits/Conferences & Family Events, Flex time applies
- Performs other duties as assigned or requested

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

**Education/Training Required:**

- Bachelor's Degree in Early Childhood Education or Bachelor's Degree in a field related to Early Childhood Education, with experience teaching preschool-age children
- CPR and First Aid Training, within 3 months of hire
- Complete the Interrater Reliability Training, within 3 months of hire
- Complete Mandated Reporting Interactive Training, within 1 month of hire

**Education/Training Preferred:**

Advanced 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.

**Experience and Skills Preferred:**

- Previous supervisory experience

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, and 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.

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**Employee Signature**

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**Date**