

Community Action of Southeast Iowa In-House Ad

Please Post: November 1 through November 5, 2021

Title: Head Start – Lead Teacher II or III

Base: Burlington, IA

Salary: \$ 14.88 per hour (AA) or \$ 16.88 (BA)

Classification: Part Year / Full Time – 40 hours / 40 weeks

JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Plan and carry out activities as outlined in Performance Standards and other agency documents.
3. Develop supportive, trusting relationship with each family, assisting with meeting needs and planning for child's optimal growth.
4. Make minimum of two home visits per year with each child; hold two parent-teacher conferences to discuss child's progress and development.
5. Establish constructive discipline procedures for groups and individual children; maintain daily routine conducive to optimal development of children.
6. Observe, assess, plan, record and evaluate each child's developmental progress; make appropriate referrals when need is indicated.
7. Provide a safe, healthy, nurturing atmosphere that promotes optimal growth in children.
8. Keep classroom and classroom materials sanitized, clean and orderly; maintain an inventory of materials.
9. Prepare breakfast and snacks as needed.
10. Supervise, train, work and evaluate Teachers as indicated; supervise and train volunteers, including orientation to the classroom, the program and emergency procedures.
11. Complete computer data entry information on regular basis so information is up to date; keep timely records and reports and meet all required agency deadlines.
12. Develop weekly lesson plans that are developmentally appropriate to the age of the children.
13. Attend meetings as need indicates, including parent meetings, staff meetings, and staffing on children; participate in pre-service, in-services and all training opportunities as mandated.
14. Work with the Education Manager as requested in planning the Agency Educational Program.

JOB QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Must have minimum of Associate's Degree in Early Childhood Education, or another field with enough credit hours for a major in ECE. Prefer Bachelor's Degree. Must have early childhood work experience.
3. Must have prior supervisory experience.
4. Prior work experience in day care environment working with children ages 3 – 5 years of age.
5. Ability to occasionally lift/move up to 100 pounds.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated agency application by 5:00 pm Friday, November 5, 2021.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff applies.

Affirmative Action / Equal Opportunity Employer