

# **COMMUNITY ACTION OF SOUTHEAST IOWA**

## **JOB DESCRIPTION**

**Job Title:** Early Head Start Lead Teacher  
**Department:** Early Head Start  
**Reports to:** Head Start/Early Head Start Education Services Manager

**Summary:** To provide a quality, comprehensive program for children ages zero through three years of age and their families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Plan and implement activities as outlined in the Head Start Performance Standards and other Agency documents.
3. Develop a respectful, supportive, trusting relationship with each family assisting them in meeting their own needs and planning for their child's optimal growth.
4. Read and be familiar with Early Head Start/Head Start regulatory information and interpret the program philosophy to families and the community.
5. Make at least two home visits a year per child and schedule/hold two parent/teacher conferences to discuss their child's progress and development.
6. Maintain on-going communication with parents through written and verbal means.
7. Complete computer data entry information on a regular basis so that family and child information is readily available to staff for reports and on-going monitoring.
8. With assistance from other staff, observe, assess, plan, record and evaluate each child's developmental progress and make proper referrals when need is indicated.
9. Provide a safe, healthy, nurturing atmosphere that promotes optimal growth in children.
10. Keep classroom and classroom materials clean and sanitized; labeled and orderly; maintain an inventory of materials.
11. Prepare meals and snacks, as needed, following CACFP and Head Start guidelines.
12. Obtain substitute when absent from the classroom; inform supervisor of such situations.
13. Participate in pre-service, in-services, and other training opportunities as mandated.
14. Attend meetings, as need indicates, including parent meetings, staff meetings and support meetings for children; you are encouraged to participate in community activities.
15. Help involve parents in Early Head Start by attending parent activities, planning, and conducting activities they can do with their child in the classroom and at home.
16. Establish constructive discipline procedures for groups and individual children while maintaining a daily routine conducive to optimal development of children.
17. Supervise, train, and annually evaluate Teachers as indicated; supervise and train volunteers including orientation to the classroom, the program and emergency procedures.
18. Keep timely records and reports and meet all required Agency deadlines.
19. Monitor and record children's daily activities and yearly growth.
20. Responsible for housekeeping chores for the health and safety of the children including sweeping/vacuuming after spills, dishes, cleaning/sanitizing tables, and picking up classroom, as well as classroom laundry needs.
21. Foster growth of children by building confidence and responsibility in each child; modeling and encouraging proper personal hygiene; interacting individually and in small groups with children; achieving consistent discipline within the classroom; modeling and encouraging pleasant conversation, good eating habits and proper table manners during meals.
22. Develop weekly lesson plans that are developmentally appropriate to the age of the children in your care.
23. Work with Education Services Manager as requested in planning the Agency educational program.
24. Work with individuals, groups, agencies and organizations to advocate for families and to promote the program and its goals.
25. Review teacher's observations, lesson plans, screenings, and assessments to ensure quality work.
26. Responsible for keeping children clean including cleaning up bodily fluids, changing diapers, assist with toilet training to be in compliance with licensing standards.
27. Be knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission and goals.
28. Be flexible to changing work hours.
29. Assist in delivery of supplies to classrooms and centers.
30. Model professional behavior and dress code.

**SUPERVISORY RESPONSIBILITIES:** Supervises the Early Head Start Teachers, substitutes and classroom volunteers. The Lead Teacher carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include: training employees, planning, assigning, and directing work, appraising performance, motivating to succeed and taking corrective action, addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Minimum of Associate's Degree, with plans to achieve a Bachelor's Degree, or Bachelor's Degree (BA/BS) from a four year college/university in Early Childhood Education/Development (ECE/ECD); or have a BA/BS in another field with coursework equivalent to a major relating to ECE/ECD and have experience teaching children age's birth through five.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret collected data. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of supervisors, families and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages and to interpret graphs.

**COMPUTER SKILLS:** Know basic computer operations, including Windows, Microsoft Office products and email. Must have ability to learn Head Start specific software and data entry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER QUALIFICATIONS:** Must be able to travel throughout the four county service area regularly and travel occasionally state and nation wide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

**PHYSICAL DEMANDS:** The physical demands described here 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 essentials functions.

While performing the duties of this job, the employee is regularly required to talk and hear, taste and/or smell, to sit on floor and low chairs; reach with hands and arms; and stoop, kneel, crouch, bend or crawl. The employee is required to stand, walk, run and climb or balance each workday. The employee must regularly lift and/or move up to fifty (50) pounds. The job involves lifting and holding children ages birth to three years.

This position will supervise and provide a safe environment for children. A clean work area will be maintained and furniture arranged as needed.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is regularly exposed to childhood illness and bodily fluids. The noise level in the work environment is loud on occasion. May travel in inclement weather. Must be able to quickly adapt to changing schedule in a hectic environment. May occasionally work evenings and/or weekends.

Revision: 02/2016, 08/2018, 09/2021

Policy Council approval: 02/2016

Reviewed by: Sheri Wilson, Executive Director Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_