

COMMUNITY ACTION OF SOUTHEAST IOWA

JOB DESCRIPTION

Job Title: Early Head Start Teacher
Department: Early Head Start
Reports to: Early Head Start Lead Teacher

Summary: To provide a quality, comprehensive program for pregnant women and 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 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 standards and interpret the program philosophy to families and the community.
5. Coordinate with Lead Teacher to make at least one home visit 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. With assistance from other staff, observe, assess, plan, record and evaluate each child's developmental progress and make proper referrals when need is indicated.
8. Provide a safe, healthy, nurturing atmosphere that promotes optimal growth in children.
9. Keep classroom and classroom materials clean and sanitized; labeled and orderly; maintain an inventory of materials.
10. Prepare meals and snacks as needed following CACFP and Head Start guidelines.
11. Obtain substitute when absent from the classroom; inform supervisor of such situations.
12. Attend meetings as need indicates, including parent meetings, staff meetings, support meetings, and participate in community activities.
13. Participate in pre-service, in-services, and other training opportunities as mandated.
14. 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.
15. Establish constructive discipline procedures for groups and individual children while maintaining a daily routine conducive to optimal development of children.
16. Monitor and record children's daily activities and yearly growth.
17. Assist with housekeeping chores for health and safety of the children including sweeping/vacuuming after spills, cleaning dishes, cleaning/sanitizing tables, mopping/disinfecting and picking up classroom, as well as classroom laundry needs.
18. 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; eating the same menus with the children at child-sized table.
19. Develop weekly lesson plans that are developmentally appropriate to the age of the children.
20. Relay pertinent information between families and Early Head Start / Head Start staff.
21. Assist Lead Teacher with preparing meals and implementing activities and performance of duties as necessary for operation of the classroom.
22. Substitute for Lead Teacher when necessary.
23. Work with individuals, groups, agencies and organizations to advocate for families and to promote the program and its goals.
24. Responsible for keeping children clean including cleaning up bodily fluids, changing diapers, assist with toilet training to be in compliance with licensing standards.
25. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission and goals.
26. Be flexible to changing work hours.
27. Assist in delivery of supplies to classrooms and centers.
28. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

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: The employee must be at least eighteen (18) years of age. Teacher I: High school diploma or general education degree (GED) and prior experience working with groups of children ages zero to three years. Must begin work on Child Development Associate (CDA) credential upon hire, must obtain CDA within two (2) years of employment. Teacher II (preferred): Current CDA, renewing every three (3) years as required. Teacher III (preferred): Associate's or Bachelor's Degree in Early Childhood Education; or a degree in a related field and coursework equivalent to a major relating to Early Childhood Education/Development.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports, correspondence, and assessments.

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 REQUIREMENTS: 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 and occasionally lift and/or move up to fifty (50) pounds. The job involves lifting and holding children ages birth through three years. This position will supervise and provide a safe classroom 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.

Revision: 02/2016, 06/2018, 09/2021
Policy Council approval: 02/2016

Reviewed by: Sheri Wilson, Executive Director Date: _____

Signature _____ Date _____