

**COMMUNITY ACTION OF SOUTHEAST IOWA**  
**JOB DESCRIPTION**

**Job Title:** Head Start Lead Teacher  
**Department:** Head Start  
**Reports to:** Head Start Education Coordinator

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

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

1. Maintain confidentiality.
2. Plan and implement developmentally appropriate activities as outlined in the Head Start Performance Standards and other Agency documents.
3. Plan, coordinate and implement field trip activities with Education Services Manager, Education Coordinators and Family Development Specialists.
4. Develop a respectful, supportive, trusting relationship with each family assisting them in meeting their own needs and planning for their child's optimal growth.
5. Assist in maintaining bus routes with the transportation staff; inform families and teaching staff schedule arrival and departure times.
6. Read and be familiar with Head Start regulatory standards and interpret the program philosophy to families and the community.
7. 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.
8. Encourage parent's involvement in Head Start through parent activities, creating and implementing activities they can do with their child in the classroom and at home.
9. Maintain on-going communication with parents through written and verbal means.
10. Foster growth of children by: building confidence and responsibility in each child; modeling and achieving consistent positive discipline within the classroom; modeling and encouraging pleasant conversation, good eating habits, proper hygiene and proper table manners during meals; eating the same menus with the children at a child-sized table.
11. Establish a safe, healthy, and nurturing atmosphere with constructive discipline procedures while maintaining a daily routine conducive to optimal growth and development of children.
12. With the assistance of other staff, observe, assess, plan, record and evaluate each child's developmental progress and make proper referrals when need is indicated.
13. 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.
14. Responsible for general cleanliness of the classroom and for maintenance and inventory of classroom materials, including First Aid Kits, that assures health and safety of children.
15. Responsible for housekeeping chores for the health and safety of the children including sweeping/vacuuming after spills, cleaning dishes, cleaning/sanitizing tables, and picking up classroom, as well as classroom laundry needs.
16. Prepare meals and snacks as needed following CACFP and Head Start guidelines.
17. Supervise, train, and annually evaluate Teachers as indicated; supervise and train volunteers including orientation to the classroom, the program and emergency procedures.
18. Obtain substitute when absent from the classroom; notify immediate supervisor of such situations.
19. Keep timely records and reports and meet all required Agency deadlines.
20. Attend meetings as need indicates, including parent meetings, staff meetings, and support meetings for children; encouraged to participate in community activities.
21. Participate in pre-service, in-services, and other training opportunities as mandated.
22. Develop weekly lesson plans that are developmentally appropriate to the age of the children in your classroom.
23. Work with Education Services Manager and Education Coordinator, as requested, in planning the Agency Educational Program.
24. Work with individual, groups, agencies and organizations to advocate for families and to promote the program and its goals.
25. Responsible for keeping children clean including cleaning up bodily fluids, changing diapers or pull-ups /training pants, assist with toilet training to be in compliance with licensing standards.
26. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission and goals.
27. Be flexible to changing work hours.
28. Assist in delivery of supplies to classrooms and centers.
29. Model professional behavior and dress code.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises the Teachers, substitutes and classroom volunteers. 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:** A Bachelor's Degree (BA/BS) from a four year college/university in Early Childhood Education/Development (ECE/ECD); or a BA/BS in another field with coursework equivalent to a major relating to ECE/ECD. Must have classroom experience teaching children age birth through five years. Must have staff supervisory experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business communications, professional journals, technical procedures, or governmental regulations. 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 percent 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 nationwide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, the 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 essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear, taste and smell, 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. The employee must regularly lift and/or move up to fifty (50) pounds. This job involves lifting and holding children ages three through five years. Supervise classroom of up to sixteen (16) children. 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 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. The noise level in the work environment is loud on occasion. May travel in inclement weather. Must be able to quickly adapt to changing schedules in a hectic environment. May occasionally work evenings and/or weekends.

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

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

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