

COMMUNITY ACTION OF SOUTHEAST IOWA

JOB DESCRIPTION

JOB Title: Head Start Teacher
Department: Head Start
Reports to: Head Start Lead Teacher

Summary: Assist Lead Teacher in providing a quality, comprehensive program for children ages three through five years.

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

1. Maintain confidentiality.
2. Assist Lead Teacher with planning and implementing activities as outlined in the Head Start Performance Standards and other Agency documents.
3. Assist with planning, coordinating, and implementing field trip activities with Lead Teachers.
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. Read and be familiar with Head Start regulatory standards and interpret the program philosophy to families and the community.
6. Participate in pre-service, in-service, and other meetings and training opportunities as mandated.
7. Communicate pertinent information between families and Head Start staff.
8. Establish a safe, healthy, and nurturing atmosphere with constructive discipline procedures while maintaining a daily routine conducive to optimal growth and development of children.
9. 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.
10. Assist the teacher with preparing food, implementing activities, and completing the duties as necessary for the operation of the classroom.
11. Assist with housekeeping chores for the health and safety of the children, including sweeping, mopping, disinfecting, cleaning dishes, vacuuming, cleaning tables and bathrooms, and picking up classroom.
12. Responsible for keeping children clean (including cleaning up bodily fluids, changing diapers or pull-ups /training pants, assisting with toilet training) to comply with licensing standards.
13. Prepare meals and snacks as needed following CACFP and Head Start guidelines.
14. Discuss necessary absent with Lead Teacher or Education Coordinator.
15. Substitute for Lead Teacher when necessary.
16. Keep necessary reports up-to-date and assist in the observation, evaluation and recording of children's development progress. This will include computer data entry into the Head Start-specific software program and the assessment tool program.
17. Be flexible with changing work hours.
18. Be responsible for riding the school bus, monitor and supervise children during transport.
19. Assist in the delivery of supplies to classrooms and centers.
20. Model professional behavior and dress code.

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 three - five. Must begin work on Child Development Associate (CDA) certification upon hire, and must obtain CDA within 18 months of employment. Teacher II: Current CDA, renewing every three (3) years as required. Teacher III: Associate's or Bachelor's Degree in Early Childhood Education (ECE/ECD); or a degree in a related field and coursework equivalent to a major relating to ECE/ECD.

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

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. **COMPUTER SKILLS:** Know basic computer operations, including Windows, Microsoft Office products and email. Must have the ability to learn Head Start-specific software and data entry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables.

OTHER QUALIFICATIONS: Must be able to travel throughout the four-county service area 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, employees 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-, and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to a 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/or smell, sit on the floor and low chairs; reach with hands and arms; stoop, kneel, crouch, bend, or crawl. The employee is required to stand, walk, run, climb and balance each work day. The employee must regularly lift and/or move up to fifty (50) pounds. This job involves lifting and holding children ages three to five years.

The employee will care for the physical needs of children ages three to five years of age. Will help supervise a classroom of up to sixteen (16) children, providing a safe classroom environment. The employee is required to clean the work area and arrange the room furniture. May monitor and supervise children while accompanying them to and from the classroom.

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 illnesses. 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.

Revision: 02/2016, 07/2018, 09/2021. 05/2025

Policy Council approval: 02/2016

Reviewed by: Sheri Wilson, Executive Director Date: _____

Signature _____