



# TEACHER 1

## Early Head Start

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<b>Supervisor:</b>	Site Supervisor I or II	<b>FLSA Status:</b>	Non-Exempt
<b>Supervises:</b>	NA	<b>Salary:</b>	\$15.46-\$19.74 Depending on Education
<b>Period of Employment:</b>	12 months per year	<b>Hours:</b>	40 hours/week

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### GENERAL SUMMARY:

Plan and facilitate center-based curriculum to ensure the goals and objectives are accomplished as outlined in Head Start Performance Standards. Serves as Site Director designee for California Community Care Licensing.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

#### Curriculum and Practice

1. Leads the planning and implementation of developmentally and culturally appropriate child-focused curricula and activities in the classroom in coordination with Education Department staff.
2. As lead, works with other program staff and partners to meet individual educational needs of children, including: cognitive, fine and gross motor, social emotional, self-help, and speech and language.
3. Directs the adaptation of the classroom environment and curriculum to meet the needs of children with disabilities or special needs and to ensure that each child is fully included into center operations.
4. Leads the planning and implementation of all aspects of designated developmental assessments of children and assists with completion of other screening requirements.
5. Promotes family partnerships and parent involvement in program planning, implementation of services, and individualization of services for their children through parent activities and committee involvement and volunteering in the classroom. Assists with recruitment and enrollment process.
6. Ability to relate to families and children from diverse cultural, social and economic backgrounds
7. Plan and implement educational field trips, with input from parents.
8. Responsible for utilizing classroom activity funds in response to emergent curriculum.
9. Maintain a neat and organized classroom and provide an attractive learning environment.
10. Safeguard confidentiality of personal information of children and families by upholding mandates and policies.
11. Assume responsibilities for center operations in the absence of Site Supervisor. Provide input to Site Supervisor for staff appraisals.
12. Provide substitute coverage, as needed.
13. Assist with Food Service, as needed.

#### Monitoring and Record Keeping

1. Compile and keeps current child and family documentation of home visits and other program services.
2. Regularly observe classroom operations, system of developmental assessment, and any other pertinent material to ensure quality service delivery.
3. Provide periodic reports to Education Department.

## **Networking**

1. Further relationships within site, position, region, agency and community to ensure integrated and comprehensive services for families with children.
2. Work with community and local school system to manage the transition process for children and their families

## **QUALIFICATIONS**

1. AA or BA degree in ECE/Child Development or related degree, including 6 Infant/Toddler units and at least 3 units Admin/Supervision. Original (or certified copies) of all credentials or certificates and college transcripts indicating applicable coursework to meet requirements of position as a condition of employment.
2. Two years teaching experience in a licensed child care center or comparable group child care program (previous experience teaching in a Head Start program highly desired), or 1 year as a Teacher 2 in a Child Start classroom.

## **Other Requirements**

1. Current 1<sup>st</sup> Aid and CPR Certification or ability to obtain in 60 days
2. Ability to pass criminal record clearance
3. Clear TB test and statement of good health from a doctor are required as a condition of employment
4. Actively working towards additional ECE/Child Development units preferred
5. Valid California Driver's License, required insurance and acceptable driving record preferred
6. Health and Safety Training (15 hours) or ability to obtain in 60 days
7. Report any suspected child abuse as required by state law
8. Some staff may be required to provide services in a full inclusion model/classroom

## **Other Skills and Abilities**

1. Bilingual English/Spanish language preferred
2. In-depth knowledge of child development principles.
3. Must be able to serve children with special needs. Some staff may be required to provide services in a full inclusion model/classroom.
4. One year experience in classroom facilitation and management
5. Familiarity of adult learning styles
6. Ability to develop positive working relationships with other staff, parents and volunteers
7. Must be committed to a high standard of safety and be willing and able to comply with employer safety policies
8. Must maintain regular and acceptable attendance in compliance with agency Attendance policy
9. Working knowledge of MS Word, email and internet preferred