



# TEACHER 3

## Early Head Start

---

<b>Supervisor:</b>	Site Supervisor I	<b>FLSA Status:</b>	Non-Exempt
<b>Supervises:</b>	NA	<b>Salary:</b>	\$12.93-\$14.67 hr
<b>Period of Employment:</b>	12 months per year	<b>Hours:</b>	40 hours/week

---

### GENERAL SUMMARY:

Responsible for facilitating the emotional, cognitive, social, language and motor development of Head Start children by implementing relationship-based, developmentally appropriate program services.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Facilitates child-initiated learning through responsive and guided classroom activities in developmentally appropriate environments in accord with performance standards, regulations and Child Start values and philosophy.
2. Collaborates with other program staff and integrates Head Start services into daily routines to meet the individual developmental needs of children. Provides inclusion activities for children with disabilities.
3. Contributes to understanding of individual child strengths and needs by completing and/or coordinating development assessments with partners.
4. Implements program goals and philosophy in the classroom and through relationships with parents. Keeps parents informed by posting information in the classroom, conducting periodic home visits, and sharing documentation about progress of children. Communicates information to parents about available resources. Assist in planning activities that generate parent involvement in the classroom and all other aspects of the Head Start program.
5. Ensures safe environment by following all health and safety procedures and mandates. Assists staff, parents and volunteers in maintaining an orderly, clean, and appealing site.
6. Completes and maintains all necessary records and documentation as required for compliance with performance standards and regulations. Safeguards confidentiality of personal information of children and families by upholding mandates and policies.
7. Participates in ongoing professional development and stays current with best practices technical knowledge by attending educational workshops, reviewing publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional groups.
8. Assures continuous care of children by assuming responsibility when Head Teacher is absent.

## **EQUIPMENT USED**

1. Telephone.
2. Networked personal computer.
3. Fax machine, copier and other office machines.
4. Vehicle

## **JOB CONDITIONS/ COMPLEXITY**

Work is performed with considerable independence using established component plans, resource materials and the procedures and regulations of the program. Frequent standing and walking. Needs to regularly be on the floor. Regular bending, squatting and sitting to communicate with children on their level. Lifting up to 40 pounds.

## **QUALIFICATIONS**

1. Two years full-time infant toddler (from low income families) teaching experience **and**
2. Twelve (12) units in early childhood education - three (3) of which must be in infant/toddler studies - with completion of the following classes: Child Development; Child, Family and Community; Curriculum and other related coursework that meets Community Care Licensing criteria.
3. Ability and willingness to obtain a Child Development Associate Teacher Permit, **or** Child Development Permit, **or** Associate of Arts degree in early childhood education by completing college coursework and/or equivalent training.

## **OTHER SKILLS AND ABILITIES**

1. Must have demonstrated ability to: Build and maintain trusting relationships with infants, toddlers and families, Work independently and as a team member, and communicate effectively verbally and in writing.
2. Must have knowledge of and experience with: Implementation of infant/toddler child development programs, working with children with disabilities (strongly preferred), and knowledge of the Americans with Disabilities Act (desirable).

## **OTHER REQUIREMENTS**

- Ability to pass criminal record clearance
- Clear TB test and statement of good health from a doctor are required as a condition of employment
- Valid California Driver's License, required insurance and acceptable driving record
- Report any suspected child abuse as required by state law
- CPR and First Aid Certificates (within 3 months) and Health and Safety Training Certificate (7 hours) due when class starts.
- Original (or certified copies) of all credentials or certificates **and** college transcripts indicating applicable coursework to meet requirements of position.
- Report any suspected child abuse as required by state law.