

JOB DESCRIPTION

POSITION TITLE: Head Start Teacher

PC Approved: 3/20/2025

STARTING WAGE: \$26 to 30.50 per hour

BENEFITS: Agency-paid family insurance up to \$1,100/month or single health insurance (prorated per schedule); 4% retirement match after 6 months; Life Insurance

POSITION CLASSIFICATION: Full Time Seasonal

ACCOUNTABLE TO: Head Start Director, Education Manager/Assistant Education Manager

QUALIFICATIONS

- Bachelor's degree in early childhood education or a related field preferred. An associate's degree in early childhood education or a related field, with experience working with preschool children and families, is also acceptable.
- A Child Development Associate (CDA) credential and enrollment in a 2-year degree program in Early Childhood or a related field is considered.
- Must possess, or be willing to obtain, a Family Service Credential or equivalent if responsible for Family Partnership Agreements.

PRIMARY OBJECTIVES OF THE POSITION

The Head Start Teacher will develop and implement a comprehensive program for preschool children and provide education and support to families. This includes empowering parents to become their children's primary educators.

MAJOR AREAS OF ACCOUNTABILITY

Teamwork:

- Collaborate effectively with team members, sharing duties with the paraprofessionals, Assistant Teachers, and Co-Teacher when applicable.

Child Recruitment and Family Assessment:

- Responsible for the initial recruitment information of children into the Head Start Program.
- Assist with recruitment of children into the Head Start Program.
- Assess the needs of each child and family.
- Report home and family needs to appropriate staff.

Child Development and Curriculum Implementation:

Teacher

- Foster phonemic, print, and numeracy awareness in children. Help children communicate effectively using a growing vocabulary.
- Provide resources for each child's physical, social, emotional, and intellectual growth.
- Work and cooperate with parents to help them become teachers of their children and develop a positive self-image for both parent and child.
- Develop daily lesson plans that implement the curriculum to fidelity in the classroom and on home visits.
- Complete assessments three times a year for each child and plan center activities based on the data compiled.
- Evaluate daily activities and report weekly, quarterly, and final work progress with each child.

Family Support and Services:

- Assist in updating family dental and medical information with the appropriate manager.
- Assist in providing resource and referral services for families' identified needs.
- Provide ongoing educational support to families based on their needs.
- Maintain continued, purposeful contact with families to ascertain progress in solutions to their individual problems.
- Assist in providing for early identification of special learning needs and refer these needs to the appropriate people or agencies.
- Encourage active family participation in their child's education.

Data Management and Reporting:

- Responsible for inputting daily attendance and communication and identifying requirements into Child Plus.
- Adhere to the agency's policy concerning data privacy.

Parental and Community Involvement:

- Encourage community members to participate in the Head Start program and support parent volunteers.
- Arrange for parent meetings, field trips, snacks, and parent volunteer schedules in conjunction with parents.
- Provide regular newsletters to parents with program updates.

Supervision and Training:

- Provide ongoing training and supervision to volunteers and team, ensuring they feel worthwhile and valuable.
- Portray a professional image worthy of imitation and encourage the team to achieve higher goals.

Child Safety and Compliance:

- Ensure each child's safety while they are in our care.

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- Responsible for Child and Adult Care Food Program (CACFP) duties, including food record management and monitoring.

Communication and Reporting:

- Inform the immediate supervisor of all problems and unusual or extraordinary matters of significance that come to their attention so that prompt corrective action can be taken where appropriate.

Other Duties:

- Perform other duties and responsibilities as assigned by the supervisor.

REQUIREMENTS

- **Background Checks:** Must meet the requirements outlined in 1302.9b of the Head Start Performance Standards.
- **Professionalism:** Maintain a professional atmosphere within the work environment with Head Start/Early Head Start and school staff.
- **Punctuality and Time Management:** Consistently arrive on time, manage your schedule effectively, and meet all deadlines.
- **Physical Requirements:** Must be able to lift 10 lbs. frequently and 10-50 lbs. occasionally.
- **Travel:** Must be able to attend out-of-town overnight meetings on occasion.
- **Interpersonal Skills:** Must be mature, sensitive, and able to relate well to children and adults.
- **Personal Presentation:** Must maintain a neat and well-groomed appearance.
- **Communication Skills:** Must have good reading, writing, and communication skills.
- **Learning Environment:** Create a conducive learning environment for both home visits and center activities.
- **Professional Development:** Demonstrate a willingness and desire to improve professionally.
- **Commitment:** Must be dedicated to fulfilling responsibilities in alignment with the program's philosophy and goals.
- **Transportation:** Must have reliable transportation and live within the general service area.
- **Population:** Must possess the ability to work with low-income families and relate well to parents.
- **Head Start Commitment:** Must be dedicated to the Head Start Program's philosophy and goals.

Equal Opportunity Employer Statement:

We are an Equal Opportunity Employer. We do not discriminate based on race,

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religion, color, sex, age, national origin, or disability.