

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>TEACHER (CENTER BASED)</b>
<b>REPORTS TO:</b>	<b>EARLY EDUCATION SUPERVISOR</b>
<b>PROGRAM:</b>	<b>HEAD START</b>
<b>DEPARTMENT/DIVISION:</b>	<b>CHILDREN'S SERVICES</b>
<b>WEEKS PER YEAR:</b>	<b>REGULAR FULL TIME (AUGUST THROUGH MAY)</b>
<b>HOURS PER WEEK:</b>	<b>35 to 40</b>
<b>STATUS:</b>	<b>NON-EXEMPT, HOURLY</b>
<b>SALARY:</b>	<b>As per salary schedule.</b>
<b>FRINGE BENEFITS:</b>	<b>REGULAR EMPLOYEES ARE ELIGIBLE FOR FRINGE BENEFITS AS PROVIDED BY THE PERSONNEL POLICIES AND AS AMENDED BY THE BOARD OF DIRECTORS.</b>

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### **I. Job Summary**

The Head Start Teacher will provide daily classroom experiences in all component areas of Head Start, as well as work closely with parents and volunteers.

### **II. Duties and Responsibilities**

**To insure a safe and healthy learning environment, the Teacher will:**

Provide children with a learning environment and the varied experiences, which will help them develop socially, intellectually, physically and emotionally.

Maintain a clean, orderly physical environment conducive to optimal growth and development of children.

Build a healthy environment where children and adults can interact freely and constructively in a group setting.

Integrate the educational aspects of the various Head Start components in the daily program of activities.

**To advance physical and intellectual competence, the Teacher will:**

Conduct a developmental screening on each child enrolled in the Head Start classroom.

Accept each child at his/her own developmental level and individualize a plan to help each child grow to the maximum of its ability.

Encourage children to solve problems, initiate activities, explore, experiment, question, and gain mastery through learning by doing.

Design, plan and carry out a comprehensive curriculum to meet individual needs in a classroom setting using agency lesson plans.

Provide a large portion of the program day where children are free to choose what they want to play with. Have materials available and accessible to the children.

**To support social and emotional development and to provide guidance, the Teacher will:**

Provide children with an environment of acceptance that will help each child build ethnic pride, develop a positive self-concept, enhance his/her individual strengths and develop facility in social relationships.

Supervise or arrange for proper supervision of children while in the classroom and while on the playground.

Utilize playground time as a learning experience for the children.

Help each child find acceptable social behavior for out-of-control emotions and moods.

**To establish positive and productive relationships with families, the Teacher will:**

Help each child's parent(s) or guardian(s) realize that their child is unique and special with their own strengths and weakness.

Model positive self-esteem building behaviors when working with children.

Establish a good rapport with families by making home visits, having parent/teacher conferences and other forms of informed communication.

Encourage parents to become involved in their child's learning by attending parent/teacher conferences and helping interpret their child's developmental screenings.

Encourage parent involvement in program activities, planning, classroom volunteering, assisting on field trips, in-home activities, parent meetings, trainings, workshops, etc.

Assist with the recruitment of eligible children for the Head Start program. Train volunteers in the classroom/education procedures.

**To insure a well-run, purposeful program responsive to the participants needs, the Teacher will:**

Provide a balanced program of staff-directed and child-directed activities.

Maintain special notations and evaluations on each child.

Take part in all family conferences.

Document and report all suspected cases of child abuse/neglect to the Center Supervisor and to the Child Protection Services Agency, as per agency policy.

Participate in staff meetings, parent meetings, and training (when possible) and any other assigned meetings.

Maintain daily attendance records and documentation of excused absences. Contact the Family Case Manager concerning a child's absence of three (3) consecutive days or any child with an irregular attendance pattern.

Become familiar with Performance Standards and all written component plans and implement all objectives and policies as appropriate.

**To maintain a commitment to professionalism, the Teacher will:**

Continue to enhance professional growth and development by reading professional journals, serving on task forces in the community, attending trainings and workshops as appropriate.

Maintain confidentiality at all times.

Participate in pre-service and in-service trainings, workshops, seminars and conferences to up-date professional growth.

Perform additional duties as deemed necessary by the Director of Children's Services.

**III. Accountability**

The Teacher is directly accountable to and supervised by the Early Education Supervisor.

**IV. Requirements**

A Bachelor of Arts of Science degree in early childhood education is preferred. An associate's degree in early childhood education is required.

Must be able to lift a minimum of 50 pounds.

Must possess good organizational skills with sensitivity to detail.

Must have the ability to plan and organize educational materials for effective classroom management.

Must possess the ability to work effectively with others and be sensitive to their needs.

Must have good grammar and writing skills. Must have the ability to write and speak the English language fluently.

Must possess a valid Indiana driver's license and have a reliable personal vehicle available for use in business related travel with a minimum of liability insurance.

Must be supportive of the mission of Hoosier Uplands Economic Development Corporation and the Children's Services Division of the agency.

I have reviewed and understand the job description.

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Signature

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Date