

POSITION	EARLY HEAD START TEACHER
CLASSIFICATION	Non-Exempt/Full-Time
COMPENSATION	Level E, G, or H
SUPERVISORY CONTROL	Center Director or Assistant Center Director
SUMMARY of RESPONSIBILITIES: In a center-based early childhood classroom, the EHS teacher is responsible for managing all aspects of services planning, coordination, recordkeeping, problem solving, and communication to ensure delivery of a quality early childhood education program in compliance with all applicable regulations for enrolled children and families. The classroom will have a co-teacher.	

QUALIFICATIONS

<p><u>EDUCATION & EXPERIENCE:</u> Required: Teacher I: Infant Toddler CDA Teacher II: associate's degree in ECE or BA/BS in related field with less than 15 credits Teacher III: bachelor's degree in ECE or BA/BS in related field with 15 credits ECE</p> <p>Preferred: associate's degree or higher in early childhood education or related field plus two years experience working in an early childhood setting with infants/toddlers.</p>	<p><u>KNOWLEDGE & SKILLS Required:</u></p> <ul style="list-style-type: none"> • Creativity in nurturing and teaching • Understanding of toddler development • Ability to create an age appropriate environment and implement lesson plans based on best practice
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GENERAL EXPECTATIONS

1. Have an interest and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

DUTIES & RESPONSIBILITIES

1. Implement the SUMCD Early Care and Education plan in an assigned classroom, with the co-teacher, including IEP services or other individualized plans for children.
2. Develop and utilize integrated, developmentally appropriate and comprehensive curriculum plans that reflect mandated elements and parental and cultural influences and that promote the social, emotional, physical and cognitive development of toddlers. Adapt curriculum to address and meet individual goals for all children.
3. Create an emotionally responsive, caring, positive, and accepting environment supportive of the individual development of each child and family.
4. Be familiar with the Head Start Performance Standards, STARS standards, PA Early Learning Standards, the Creative Curriculum and Gold; provide classroom services in compliance with all these standards at all times.
5. Manage and facilitate classroom planning meetings, and attend or facilitate other group meetings as assigned by center director, practicing effective meeting management procedures that encourage constructive problem solving and the sharing of ideas.
6. Supervise the assistant teacher (if assigned) and classroom volunteers and coordinate the classroom program.

7. Provide leadership and organization for weekly class team meetings, for daily class preparation and clean up, and for any other site coordination and collaboration meetings or activities.
8. Be present at the center site during site operating hours, OR, ensure that other staff are present.
9. Attend Attend parent meetings, as needed
10. Provide opportunities for children to understand, acquire and use verbal and non-verbal means to communicating thoughts and feelings.
11. Encourage experiences that stimulate children to explore and express their creative abilities.
12. Help each child and family to know, accept and take pride in him/herself.
13. Support the social development of children by helping them learn to get along with others and by encouraging feelings of empathy and respect among children and adults.
14. Promote an environment in which children can learn and practice behaviors which are acceptable and appropriate, individually, and in a group.
15. Coordinate the use of resources (center, staff, organization, and community) toward the goal of providing quality ECE services to children and families.
16. Safeguard the health and safety of all children and staff by consistently implementing policies and procedures in the classroom/center, decisively addressing problems when they occur, and maintaining records/reports.
17. Involve parents in all aspects of quality ECE services, including but not limited to regular communications both written and verbal, parent/teacher conferences, home visits, and family events. Provide opportunities for parents to participate in or provide input into ECE services in general and their child's growth and development specifically.
18. Accept supervision and the input and guidance of management staff other than your direct supervisor.
19. Provide effective leadership to staff and coordinate classroom services within the larger center facility, practicing ethical communication and constructive problem solving toward the resolution of conflicts and challenges.
20. Ensure that all necessary records and reports are generated and maintained in a timely fashion.
21. Assist management staff with program/center evaluations, goal setting, and other satisfaction and program assessment tools.
22. In coordination with the center directors or supervising coordinator, organize staff schedules, including arranging substitutes as needed.
23. Coordinate/delegate maintaining and updating of classroom areas, learning centers, and room arrangements. Be responsible for general classroom and site appearance.
24. Use computers and other technological supports for communications, reporting, recordkeeping, and research; assist other staff in the use of technology.
25. Actively participate in program evaluation and the Continuous Quality Improvement process at the classroom, center, and organizational levels.
26. Participate in professional development to continuously improve job skills as per best practices in ECE.
27. Assume responsibility for all Head Start systems, including non-federal share, education outcomes, and family engagement.
28. Perform other duties as assigned by supervisor or upper management coordinators/directors.

PHYSICAL FUNCTIONS

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, bend, and crawl frequently and continuously; push up to 100 pounds on flat surfaces; lift and carry 40 pounds; balance to carry small child or move equipment; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 – 90 degrees; outside temperatures between 25 – 95 degrees; finger dexterity to be able to write, cut, type, staple, buckle, feed, change diapers and clothing; exposure to noise which is typical in an early childhood classroom.

MENTAL REQUIREMENTS

Effective English communication skills verbally and in writing, including both expressive and receptive skills.
Creativity in service delivery of family services along with team management and coordination.

Effective time management.

Mental flexibility.

Child behavior management which supports learning in a relaxed, calm environment.

Effective adult learning approaches and techniques.

Judgment which results in sound decisions.

Initiative and resourcefulness in meeting job requirements and objectives.

EMOTIONAL REQUIREMENTS

Motivation and self discipline to learn independently.

Patience in family services, teamwork, and supervision.

Interpersonal skills which support constructive workplace relationships and teamwork

Manage repetitive instructional tasks such as observations/assessments, ECE skill teaching (with adults and children) without experiencing undue stress.

Maintain energy and display enthusiasm for work.

Take appropriate emotional risks to implement new techniques and approaches.

Maintain professional boundaries with other employees and with children/families.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date