

## **Economic Security Corporation Job Description**

**Job Title:** Head Start Teacher  
**Division:** Head Start  
**Reports To:** Area Supervisor  
**FLSA Status:** Non-exempt  
**Revision Date:** August 7, 2018  
**Job Classification:** Teacher

### **SUMMARY**

The Head Start Teacher plans, organizes, and implements the operational and physical aspects of Head Start classroom; including setting up the classroom and developing lesson plans to implement the educational program. The Head Start Teacher works with children, parents, and staff to ensure that education and early childhood development activities are conducted in accordance with federal, state, and local laws as well as program and agency requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Develops lesson plans that details the current classroom unit of study and child outcomes.
2. Uses developmentally appropriate practices to provide a balanced daily program of child-initiated and adult-directed activities, including individual and small group activities.
3. Teaches Head Start children skills necessary to succeed in their current environment and with later responsibilities in school and life such as self-esteem, respect for others, proper table manners, hygiene skills, tooth brushing, and personal safety.
4. Teaches Head Start children the skills necessary to obtain school readiness proficiency in the legislatively mandated areas of the Head Start Outcomes framework.
5. Develops a classroom environment of interest centers using Creative Curriculum.
6. Observes and assesses each child's developmental progress.
7. Plans and implements classroom activities to reinforce Individual Education Plans (IEPs) and individualizes activities to meet each child's developmental and educational needs.
8. Utilizes the playground and other outdoor areas as an extension of the classroom in order to provide additional opportunities for physical and cognitive development.
9. Ensures compliance with Head Start Performance Standards and agency policies related to the classroom.
10. Incorporates additional program-approved resources into the lesson plan and classroom activities, including Conscious Discipline.

11. Makes at least two home visits a year, and conducts two parent/teacher conferences to provide assistance to the family as a whole.
12. Communicates weekly with parents to keep them informed of their child's development, to build mutual understanding about the program's goals/purpose and to encourage parent involvement.
13. Designs family work plans consisting of activities parents can do at home with their child to reinforce school readiness.
14. Attends parent meetings to give reports and answer questions regarding child development and classroom activities.
15. Completes accurate meal count forms each day at point of service and enters data into the computerized information system.
16. Maintains complete file of information of children in the Head Start program.
17. Ensures proper care of children with allergic reactions and medication requirements.
18. Recruits and trains parent and community volunteers in the classroom.
19. Communicates effectively with staff to ensure component coordination.
20. Assists in training Teacher Aides and Teaching Assistants.
21. Drives the Head Start bus and serves as bus monitor, when necessary.
22. Ensures compliance with Missouri Child Care licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.
23. Ensures quality teacher/child interactions so Classroom Assessment Scoring System (CLASS) observation score is above the national average.
24. Conducts ongoing child observations and develops child development goals in collaboration with parents.
25. Complete individual child assessments using the Desire Results Developmental Program (DRDP) curriculum and enters the assessments into Kinder Charts.
26. Runs child assessment reports on an individual and groups of children and analyzes the reports to make classroom instruction corrections in order to promote school readiness.

### **SUPERVISORY RESPONSIBILITIES**

Provides limited supervision to others through motivation, direction, review and feedback of assigned tasks.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

The Head Start Teacher must have at least one of the following: (a) An Associate or baccalaureate or advanced degree in early childhood education; (b) An Associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience teaching pre-school age children; (c) A Baccalaureate or advanced degree in any field and six early childhood classes, with

experience teaching pre-school age children; or (d) A Baccalaureate degree in any field and has been admitted into the Teach For America program.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customer/clients or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a several concrete variables in standardized situations.

### **COMPUTER SKILLS**

Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

### **PLANNING/ORGANIZATION**

Handles multiple tasks simultaneously.

### **CERTIFICATES, LICENSE, REGISTRATIONS**

Must maintain a valid Class "C" driver's license, have reliable transportation and meet Missouri automobile liability minimum requirements. Must maintain a first aid/CPR certificate. Must complete at least 12 clock hours of childcare related training each year.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; and required to talk or hear. The employee is frequently required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. The employee will perform moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. The employee must possess manual dexterity sufficient to reach/handle items, works with the fingers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation. The noise level in the work environment is usually moderate.

---

Employee Signature

---

Date

---

Employee Name