

**Economic Security Corporation
Job Description**

Job Title: Early Head Start Teacher
Division: Early Head Start
Reports to: Area Supervisor
FLSA Status: Non-exempt
Revision Date: December 26, 2018
Job Classification: EHST

SUMMARY:

The Early Head Start Teacher plans, organizes, and implements the operational and physical aspects of the Early Head Start classroom; including setting up the classroom and developing lesson plans to implement the educational program. The Early 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. Plans and manages a developmentally appropriate program that meets the needs of the Early Head Start children and families through observation, and by creating a warm and welcoming environment which supports the Early Head Start child's growth and development.
2. Promotes children's development and learning by using routines and activities as opportunities for growth and learning.
3. Responds to Early Head Start children as individuals by providing variety to meet the needs and interests of each child.
4. Guides Early Head Start children's behavior by helping children learn how to control their behavior and by encouraging inner control and self-discipline.
5. Builds responsive and positive relationships with Early Head Start children, families and community representatives.
6. Ensures compliance with Head Start Performance Standards, agency policies relating to the classroom, and child care licensing regulations.
7. Communicates regularly with parents to keep informed of their child's development, builds and maintains understanding about the program's goals/purposes and encourages parent involvement.
8. Makes at least two home visits a year; and conducts two parent-teacher conferences and other conferences to provide assistance to the family as a whole.
9. Attends all required trainings.
10. Completes accurate meal count forms each day.
11. Maintains a tracking system to ensure proper care of children with allergic reactions and medication requirements.
12. Assists in the generation and documentation of federal match.
13. Recruits and trains parents and community volunteers in the classroom.
14. Communicates effectively with staff to ensure component coordination.
15. Assists in training of teacher aides and volunteers.

16. Ensures compliance with Missouri Child Care licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.
17. Conducts head lice checks according to the Head Lice Policy.
18. Observes, assesses and records each child's developmental progress.
19. Maintains a complete file and portfolio for each child.
20. Utilizes the playground and other outdoor areas as an extension of the classroom in order to provide additional opportunities for physical and cognitive development.
21. Develops a classroom environment of interest centers using program approved curriculum and resources.
22. Ensures Infant & Toddler Environmental Scale (I.T.E.R.S.) score and other assessments meet or exceed national averages.
23. Conducts ongoing child observations and develops child development goals in collaboration with parents.
24. Completes individual child assessments using the Hawaii Early Learning Profile (HELP) curriculum and enters the assessments into Kinder Charts.
25. Runs child assessment reports on individual and groups of children and analyzes the reports to make classroom instruction corrections in order to promote school readiness.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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 & EXPERIENCE

At a minimum, a Child Development Associate (CDA) credential or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

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

PLANNING/ORGANIZATION

Handle multiple tasks simultaneously.

CERTIFICATES, LICENSE, REGISTRATIONS

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 most met by an employee to successfully perform the essential functions of the 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 frequently required to use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear. The employee must regularly stand, walk, and taste or smell. The employee must occasionally sit and climb or balance. The employee must frequently lift and/or move up to 50 pounds. The employee must be able to perform light physical activity performing non-strenuous daily activities of a productive/technical nature and must be able to perform manual dexterity sufficient to reach and handle items. There are no special vision requirements.

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 and/or air-conditioned indoor office settings with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name

