

ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

Must work 8 hours per day between 7:00 a.m. and 6:30 p.m.

HS LEAD TEACHER

Essential Function(s): Meet all classroom responsibilities and supervise, mentor, and evaluate other teachers. Ability to read, speak and write with proficiency in English language. Provide and maintain a safe environment. Maintain regular attendance.

Responsibilities: In conformance with Head Start Performance Standards, perform the following functions: 1. Provide comprehensive services and classroom experiences that meet individual needs of students. 2. Supervise, train, mentor, and evaluate teachers. 3. Ensure proper application and interpretation of policy and procedures by teacher and teacher assistants. 4. Direct teaching staff in planning and carrying out program objectives and activities.

Report to: Director

Supervises: Teacher, Teachers Assistants, and classroom Volunteers

Salary Range: \$3,300.00 - \$3,999.00 per month

Physical and Mental Requirements: Conflict resolution skills, assertive, able to form alliances and partnerships with staff and public. Strong desire to succeed. Patient, kind, creative, resourceful. Strong problem resolution skills. Demonstrated ability to work in team environment. Excellent planning, written, verbal communication and organizational skills. Able to manage multi-tasks. Must be able to cope well under stress.

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 frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

Experience Requirements: Five years teaching experience in classroom setting or combination of education and related experience totaling five years. 3-5 years direct supervisory experience. Demonstrated effectiveness in training teacher and teacher assistants. Demonstrated ability to successfully implement Galileo and other program curriculum. Good writing and record-keeping skills.

Educational Requirements: AA in Early Childhood Education, equivalent degree or experience.

Ability to Operate Equipment Tools: Computer knowledge including Microsoft Word, Galileo, and use of the Internet. Ordinary office equipment, such as copier, fax, and classroom tools.

Licensing/Certification Requirements: Valid Driver's License and full insurance coverage; current First Aid certification, Food Handler's card. Negative TB screening. Must pass criminal background check.

Environmental Factors/ Working Conditions: Enclosed facility, classroom environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood. Home visits in family homes.

Job Duties:

1. Provide day-to-day supervision and guidance of classroom teachers. Manage classroom operations; provide supervision, guidance, and coaching to Teachers, Teacher Assistants and classroom volunteers.
2. Ensure policy and procedures are properly applied and interpreted by classroom teachers.
3. Develop and monitor individual staff training plans. Assess training needs and participate in planning in-service training.
4. Observe and evaluate teacher's classroom effectiveness. Evaluate Teachers and Teacher Assistants according to program schedule, policies and procedures.
5. Participate in curriculum development and recommend necessary changes. Meet regularly with classroom teachers regarding lesson plans and classroom management.
6. Plan and provide a comprehensive program including implementation of AHS curriculum, and Head Start Performance Standards.
7. Work in a team setting with all staff to determine individual needs of children. Provide guidance and direction to meet the individual needs of children. Design and implement plans that will expose children to meaningful experiences.
8. Participate in staff meetings, case management meetings, and In-Service training. Consult with appropriate service providers, consultants, and staff regarding child developmental concerns.
9. Conduct at least two home visits and one parent/teacher conference with each child's family per year, according to program schedule, policies and procedures.
10. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the classroom, a positive home-classroom connection and a family partnership. Maintain ongoing professional and appropriate communication with parents. Provide activities parents can do at home with their children to support the curriculum and the child's learning. Encourage parents to become involved in workshops, training and other Head Start activities.
11. Maintain and monitor the maintenance of accurate child attendance records, USDA food records/reports, in-kind reports and other record keeping and reports as required.
12. Plan and participate in monthly classroom Parent Meetings with Family Advocate and parents. Plan and participate in classroom (child) graduation.
13. Report to work at scheduled time, shift to be determined by supervisor. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
14. Continue professional growth by participating in ongoing; ECE education, training programs, and workshops/conference, as budget allows.
15. Perform other duties as may be assigned by supervisor that are reasonably within the scope of duties listed above.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____

Revised 11/09

Name (Print): _____