

# ALBINA HEAD START

## JOB DESCRIPTION

Non-Exempt

Hours: Must work 8 hours per day between 6:45 a.m. and 5:30 p.m. Monday-Friday

### ***HS TEACHER***

***Essential Function(s):*** Teach with emphasis on development of the whole child, to include partnership with parents and working with the entire family. Provide and maintain a safe environment. Ability to read, speak and write with proficiency in English language. Maintain regular attendance.

***Responsibilities:*** Provide a comprehensive program with the goal of a meaningful classroom experience; providing guidance and direction to meet the individual needs of students, in compliance with federal and state standards.

***Report to:*** Lead Teacher and Education Coordinator  
***Supervises:*** Teacher Assistants and classroom Volunteers  
***Salary Range:*** \$2,000.00 - \$3,200.00 per month

***Physical and Mental Requirements:*** Patient, able to resolve conflicts, gentle, loving, kind, creative, and resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Must be able to cope well with 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:*** Minimum two years experience working with preschool age children.  
***Preferred Experience:*** Previous Head Start experience, community service experience, home visit experience, case management experience, and supervisory experience.

***Educational Requirements:*** BA or AA in Early Childhood Education or related field, or Child Development Associate (CDA) credential.

***Licensing/Certification Requirements:*** Negative tuberculosis screen, First Aid certification, Food Handler's card. Must pass criminal background check.

***Ability to Operate Equipment Tools:*** Must be computer literate. General office equipment, copier, fax, and classroom tools.

***Environmental Factors/ Working Conditions:*** Enclosed facility, classroom environment. Floors may be vinyl tile or carpeted. Facilities are heated; may or may not have air conditioning. May come into contact with childhood diseases and blood on occasion. Home visits in family homes.

#### **Job Duties:**

1. Plan and provide a comprehensive program including implementation of AHS curriculum, and Head Start Performance Standards. Utilize Galileo software for implementation of AHS curriculum.

2. Provide guidance and direction to meet the individual needs of children.
3. Work in a team setting with all staff to determine individual needs of children. Design and implement plans that will expose children to meaningful experiences. Participate in curriculum development and recommend necessary changes.
4. Consult regularly with parents and appropriate service providers, consultants, and staff regarding child developmental concerns.
5. Manage classroom operations; provide supervision, guidance, and coaching to Teacher Assistants and classroom volunteers.
6. 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.
7. 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.
8. 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.
9. Plan and participate in monthly classroom Parent Meetings with Family Advocate and parents.
10. Participate in staff meetings, case management meetings, and In-Service training. Plan and participate in classroom (child) graduation.
11. Evaluate Teacher Assistants and volunteers according to program schedule, policies and procedures.
12. Work closely with Education Coordinator in designing a training plan for Teacher Assistants.
13. Report to work at scheduled time, shift to be determined by supervisor. Maintain good attendance. 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 supervisors 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:** \_\_\_\_\_