

**ANNOUNCEMENT OF
OPEN POSITION**

POSTED INTERNALLY:
SEPTEMBER 17, 2018

POSITION: EARLY HEAD START TEACHER
RESPONSIBLE TO: SITE SUPERVISOR
LOCATION: MERRICK EARLY HEAD START
GRADE: 5 /NON-EXEMPT
NUMBER OF PROGRAM WEEKS: 52 WEEKS PER YEAR

QUALIFICATIONS:

- Infant & Toddler Child Development Associate Credential (CDA) –or- a two-year degree in Early Childhood Education, or completed coursework equivalent to either.
- Requires at least one year of specific training and/or experience in infant or toddler care.
- Basic computer skills required.
- Ability to work with and interact with infants and toddlers.
- Good interpersonal skills.
- Ability to work in team environment.
- Ability to lift and/or move up to 50 pounds.
- Access to reliable transportation.

RESPONSIBILITIES:

1. Establish and maintain a safe, healthy, learning environment.
 - A. Provide a safe environment to prevent and reduce injuries.
 - B. Promote good health and nutrition, and provide an environment that contributes to the prevention of illness.
 - C. Use space, materials and routines as resources for developing an interesting, secure, and enjoyable environment that encourages play, exploration, and learning.
2. Advance physical and intellectual competence.
 - A. Provide a variety of equipment, activities and opportunities to promote the physical development of children.
 - B. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the developmental levels and learning styles of children.
 - C. Actively communicate with children, and provide opportunities and support for children to understand, acquire, and use verbal and nonverbal means of communicating thoughts and feelings.
 - D. Provide opportunities that stimulate children to play with sound, rhythm, language, materials, space and ideas in individual ways and to express their creative abilities.

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3. Support social and emotional development and provide positive guidance through attachment, initiative, and self –regulation and positive guidance.
 - A. Provide physical and emotional security for each child; help each child to know, accept, and take pride in him/ or herself, and to develop a sense of independence.
 - B. Help each child feel accepted in the group, help children learn to communicate and get along with others, and encourage feelings of empathy and mutual respect among children and adults.
 - C. Provide a supportive environment in which children can begin to learn and practice appropriate and acceptable behaviors as individuals and as a group.
4. Establish positive and productive relationships with families.
 - A. Maintain an open, friendly, and cooperative relationship with each child's family, encourage their involvement in the program, and support the child's relationship with his or her family.
 - B. Serve as a role model for Early Head Start parents and foster appropriate parent-child interactions in the classroom and in the home.
 - c. Extend classroom learning into the home through a minimum of two education home visits and two parent/teacher conferences per year to assigned Early Head Start enrolled families.
5. Maintain a commitment to professionalism; take advantage of opportunities to improve competence both for personal and professional growth, and for the benefit of children and families.
6. Participate in workshops and training sessions to further knowledge and experiences in the Early Head Start Performance Standards.
7. Maintain confidentiality of all child records and all other matters relating to families.
8. Assist with the delivery of nutrition services to children as assigned, including but not limited to the following: storage of food and supplies, participate in family style dining, clean-up, sanitation, and nutritional educational activities.
9. Perform all other duties as they relate to the comprehensive team-approach of the Early Head Start philosophy.
10. Report incidents and concerns of child abuse or neglect as a mandated reporter.
11. Adhere to relevant health and safety policies and procedures.