



**ANNOUNCEMENT OF
OPEN POSITION**

**POSTED INTERNALLY:
AUGUST 25, 2015**

POSITION: **EARLY HEAD START TEACHER**
RESPONSIBLE TO: SITE SUPERVISOR
LOCATION: MERRICK EARLY HEAD START
GRADE: 6 /NON-EXEMPT
NUMBER OF PROGRAM WEEKS: 52 WEEKS

QUALIFICATIONS:

- Two-year degree with 24 credit hours in *infant and toddler* education, or an infant/toddler Child Development Associate credential.
- Requires specific training 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.

SUMMARY: Promote the social, emotional, physical and cognitive development of EHS children. Provide and maintain a safe environment for children and ensure that children are appropriately supervised at all times.

RESPONSIBILITIES:

1. ***Ensure that all children assigned to class are supervised at all times. Perform regular counts of children assigned to ensure that all children are accounted for.***
2. Ensure a well-run, purposeful program, responsive to participant needs.
 - A. Manage the classroom, using available resources to ensure operation. This includes skills in organization, planning, record keeping, communication and cooperation with other staff members.
 - B. Work as a member of the Early Head Start Team to ensure that program requirements of all functional areas are being carried out.
3. 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.
4. Advance physical and intellectual competence.
 - A. Provide a variety of equipment, activities and opportunities to promote the physical development of children.

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- 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.
5. Support social and emotional development through attachment, initiative and self-regulation and provide positive guidance.
- A. Provide physical and emotional security for each child; help each child to know, accept, and take pride in himself 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.
6. 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
7. 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.
8. Participate in workshops and training sessions to further knowledge and experiences in the Early Head Start Performance Standards.
9. 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 and sanitation and nutritional educational activities.
10. Maintain confidentiality of all child records and all other matters relating to families.
11. Become a reliable observer under Teaching Strategies GOLD.
12. Perform all other duties as they relate to the comprehensive team-approach of the Early Head Start philosophy.
13. Report incidents or concerns of child abuse or neglect as a mandated reporter.
14. Adhere to relevant safety policies and procedures.