



HEAD START /  
EARLY HEAD START PROGRAM  
JOB DESCRIPTION

POSTED INTERNALLY:  
JUNE 16, 2014

<b>POSITION:</b>	<b>HEAD START TEACHER</b>
LOCATION:	MULTIPLE HEAD START LOCATIONS
RESPONSIBLE TO:	SITE SUPERVISOR
GRADE:	7 /NON-EXEMPT
NUMBER OF PROGRAM WEEKS:	43 WEEKS

**QUALIFICATIONS:**

- Bachelor or advanced degree in Early Childhood Education.
- A bachelor or advanced degree in a related field that is supplemented by 24 credit hours in early childhood education with two years' experience teaching preschool-age children.
- Basic computer skills required.
- Ability to work with and interact with children and adults.
- Good interpersonal skills.
- Good communication skills.
- Ability to work in team environment.
- Ability to occasionally lift and/or move up to 50 pounds.
- Access to reliable transportation.

**SUMMARY:** Promote the social, emotional, physical and cognitive development of Head Start 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. 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.

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3. Advance physical and intellectual competence to promote higher level thinking skills.
  - 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.
  
4. Support social and emotional development through attachment, initiative and self-regulation and provide positive guidance.
  - A. Provide physical and emotional security for each child and help each child to know, accept, and take pride in him -or her -self, 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.
  - D. Support each child's culture within the classroom.
  
5. 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 Head Start parents and foster appropriate parent-child interaction in the classroom and in the home.
  - C. Extend classroom learning into the home through a minimum of two educational home visits and weekly school to home activities with assigned Head Start enrolled families.
  - D. Sharing of children's progress with parent and guardian with at least 2 parent- teacher conferences per year (may include case conferences).
  - E. Implement and support HS performance standards and the Early Learning Framework.
  
6. Ensure a well-run, purposeful program, responsive to participant needs.
  - A. Manage the classroom, with the use of available resources to ensure an effective operation.
  - B. Communicate, cooperate, and collaborate with other staff members as appropriate to ensure that each child gets the full benefit of the Head Start experience.
  - C. Work as a member of the Head Start team to ensure that program requirements of all Head Start functional areas are being carried out.

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7. Collaborate with other staff as appropriate and be responsible for planning, record keeping and observations and individualizations.
  - A. Collaborate as appropriate in the development of lesson plans on a weekly basis that consists of activities designed to meet the needs of all children.
  - B. Develop lesson plans that reflect activities that foster all domains of the Early Learning Framework.
  - C. Make changes if necessary, to lesson plans prior to implementation.
  - D. Implement individualizations on a daily basis through large- and small-group instruction.
  - E. Complete child assessments in a timely manner, three times per year.
  - F. Conduct individual child observations on a regular basis.
8. Maintain a commitment to professionalism in relation to verbal and nonverbal communication, teamwork, and interactions with children, staff and parents.
  - A. Take advantage of training opportunities to improve competence both for personal and professional growth, and for the benefit of children and families.
  - B. Utilize feedback and self-reflective practices to enhance professional growth.
  - C. Participate in workshops and training sessions to further knowledge and experiences in the Head Start Performance Standards and Head Start Functional Areas.
9. Maintain confidentiality of all family and child records and all matters relating to families.
10. 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 services.
11. Document and coordinate to maintain Non-Federal Share (in-kind) records for classroom and site to include volunteer hours for parents.
12. Report incidents and concerns of child abuse or neglect as a mandated reporter.
13. Become a reliable observer under Teaching Strategies GOLD.
14. Perform other duties as they relate to the Head Start Performance Standards and the team-approach of the Head Start philosophy.
15. Adhere to relevant health and safety policies and procedures.

*EQUAL OPPORTUNITY EMPLOYER*