

# ALTA HEAD START

## JOB DESCRIPTION – HEAD START TEACHER

**POSITION:** Teacher – HS (Preschool)  
**DEPARTMENT:** Education  
**SUPERVISOR:** Education Supervisor  
**STATUS:** Non-Exempt  
**RATE:** Commensurate Alta Salary Scale

### **JOB SUMMARY:**

This position serves as the lead educator in a classroom of Head Start children by planning, implementing, and overseeing all classroom activities. This position works with typically developing children as well as children with disabilities, serves as a social service referral person and also shares in the responsibility of parent involvement in the program. This position may be reassigned to various classroom/centers as deemed necessary for program operations.

### **ESSENTIAL FUNCTIONS:**

1. Attends a minimum of 20 hours of required trainings and/or workshops for Step up to Quality.
2. Remains up to date on Head Start performance standards and child care licensing regulations.
3. Responsible for the weekly preparation of daily lesson plans, which includes objectives to be posted for parents, volunteers and visitors in the classroom.
4. Develops an individual plan for each child to include goal setting based on identified needs and prescriptions for objectives and activities to meet established goals and outcomes.
5. Schedules and attends home visits and parent-teacher conferences with families as required and on an as-needed basis and documents these events.
6. Prepares and maintains a safe, healthy learning environment for children that is positive, developmentally appropriate and experientially based.
7. Provides sufficient and appropriate outdoor learning experiences for children.
8. Supervises all classroom activities, field trips, and outdoor activities.
9. Makes necessary referrals for any special needs problems or issues to appropriate staff.
10. Ensures lesson plans cover all Head Start Standard domains and are individualized.
11. Implements education lesson plans and daily programs for children in accordance with each child's needs based on classroom observation and recording children's interests and levels of functioning.
12. Supports children's social and emotional development and provides positive guidance and discipline.
13. Shares pertinent information with family advocates ensuring coordinated services.
14. Supervises meal time and eats nutritionally prepared meals with the children as a curriculum based activity to model good nutrition and proper social skills.
15. Provides a stable classroom routine and environment ensuring a well-run purposeful program responsive to children's needs.
16. Screens, observes, and documents children as required.
17. Submits monthly progress reports to supervisor.
18. Assists with collection and edit process of correct Child and Adult Care Food program (CACFP).
19. Generates and tracks in-kind and other allowable costs applied to the non-federal share requirement and submits to appropriate staff in a timely manner.
20. Must maintain accurate meal counts and attendance and submit in a timely manner.

**Disclaimer:** The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

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21. Utilizes and demonstrates a working knowledge of best practice approaches in Early Childhood Education and Social and Emotional behavioral development.
22. Uses appropriate interventions such as puppetry, social stories, and other tools to encourage social and emotional development.
23. Performs all other duties as assigned.

### RESPONSIBILITIES/EXPECTATIONS:

- Support Alta principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain strict confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.
- Must participate in training opportunities as necessary or assigned.
- Attends all workshops and meetings (i.e. staff, parent) as assigned.
- Responsible for personally maintaining current certifications and/or licensures.

### QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.
- Must be able to meet qualifications as required for Step Up To Quality (SUTQ).

### PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

### EDUCATION/EXPERIENCE:

Minimum of an associate's degree in Early Childhood Education or a related field with coursework equivalent to an associate's degree in Early Childhood Education required, bachelor's degree preferred. A minimum of two years' experience in a classroom setting required.

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Rev. 4/8/16

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**SUPERVISORY RESPONSIBILITIES:**

**NONE**

**WORK CONDITIONS:**

Variable hours of work which may include overtime and weekends and occasional travel.

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