

Job Description

HEAD START CENTER-BASED TEACHER

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Provides for a developmentally & culturally appropriate classroom environment
2. Conducts classroom program four to five days per week for 3½ to 8 hours per day.
3. Orients and directs Teacher's Aides and other support staff and volunteers in their role in the classroom.
4. Develops, refines, and uses a wide repertoire of teaching strategies to enhance children's learning and development.
5. Facilitates the development of responsibility and self-regulation in children.
6. Reports maintenance needs of the center based classroom, playground and office sites to management. Ensures the health & safety of children during all program activities.
7. Provides for classroom meal management according to all applicable rules & regulations.
8. To the extent able, performs such other duties and responsibilities as assigned by the Supervisor, or as may be required under applicable programs, contracts, or grants.
9. Plans and completes screening and ongoing assessment on all children, using on-going assessment to guide lesson plans
10. Plans and completes classroom activities using parents' and the Center-Based Education Coordinator's input as a guide to individual program curriculum.
11. Provides assigned families with a minimum of two home visits per year and two parent-teacher conferences per year.
12. Plans and prepares developmentally appropriate classroom lesson plans, with activities including, but not limited to, health, nutrition, safety, family, literacy, community involvement, etc. Plans individualized activity weekly for each family to complete in the home.

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13. Assumes responsibility for the familiarity of and compliance with all Head Start Performance Standards, work plans, and Standard Operating Procedures. Attends staff meetings and training activities. Supports the agency's mission and philosophy.
14. Assists parents in transitioning their children to public school or other Early Childhood Programs as applicable.
15. Provides services to children with special needs in accordance with agency policies and procedures, making adaptations as necessary.
16. Communicates with the Family Advocate and other appropriate staff on a regular basis to coordinate on-going child and family needs.
17. Attends parent group meetings and activities as required.
18. Serves as primary program contact with participant families integrating educational activities in consultation with component Coordinators and other staff.
19. Prepares and submits records including, but not limited to, time and mileage, inkind, education contact report forms, lesson plans, attendance records, screening and assessment results, Education Summary Report, Child Outcomes Framework, and weekly classroom news. Maintains confidentiality of family and program records and information.

Nothing herein shall be construed as limiting the authority of the Executive Director or the Center Based Education Coordinator from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

- A) Must be 21 years of age or older, and
- B) Must have an Associate, Bachelor, or advanced degree in Early Childhood Education OR
- C) a degree in a related field and 21 hours in Early Childhood with experience teaching preschool children OR
- D) A BA/BS degree and be admitted into Teach For America program

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Requires the commitment to parents as educators of their own children.

Requires knowledge or prior experience in the principles of child health, safety, and nutrition.

Requires knowledge and experience in family dynamics, adult learning principles, and skilled in communicating and motivating people.

Requires knowledge of community resources and the skills to link families with appropriate agencies and services.

Requires ability and willingness to follow and comply with written and verbal directions, assignments, and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff, and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of clients, and submit required program materials according to agency timelines.

Requires the ability to travel area wide, and access the homes of clients and classroom sites within a designated area. Requires reliable transportation, a valid Illinois driver's license, and proof of agency requirements for automobile insurance.

Requires the ability to tolerate varying weather conditions and temperatures in visiting client's homes.

Requires the ability to meet all DCFS licensing requirements for employees including the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development, the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment, and authorization for background and fingerprint check.

Requires the ability to lift and carry program materials and supplies into offices and homes, up to 30 pounds, or assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor. Lifts, carries, and holds children up to 55 pounds. Assists children with physical, behavioral, and emotional needs.

Requires visual and auditory ability in order to ensure the safety of children at all times in the classroom, on the playground, and on field trips.

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Requires the ability to work well with young children using developmentally appropriate practices in the classroom, on home visits, and on field trips.

Requires the ability to use the telephone, computer, printer, digital camera, and other office machines, and to learn and comprehend computer word processing systems and classroom computer programs.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills.

REPORTS TO: Site Supervisor

EMPLOYED: 40 hours per week, 40 - 52 weeks per year

SALARY: _____

OVERTIME STATUS: Non-exempt

Revised- 5/19