

**ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START**

TEACHER

Supervisor: Family Service Specialist I

Status: Non-Exempt

Terms of Employment: Regular Full-Time

SUPERVISORY CONTROLS:

The Teacher works under the direct supervision of the Family Service Specialist I.

ESSENTIAL RESPONSIBILITIES:

1. To provide the children with varied educational experience, which will help them develop socially, intellectually, physically, and emotionally in a manner that is developmentally appropriate.
2. To involve parents in the educational activities as a means of enhancing the parental role as the principle influence on the child's education and development.
3. To carry out responsibilities beyond the classroom as delegated by the Center Director.
4. To cooperate with center and Central Office staff in other activities related to meeting performance standards program-wide.
5. To supervise all adults in the classroom and orientate new volunteers and teacher aides to Head Start Philosophy and purpose.
6. To learn about Performance Standards of the education component and implement in classroom.

PERFORMANCE STANDARDS:

Formal evaluation is conducted twice yearly by the Family Service Specialist I and includes the following criteria:

1. Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices.
2. Cooperation with Central Office staff and Family Service Specialist I.
3. Participation with parents.
4. Effective supervision of the adults in the classroom and on the playground.

DUTIES:

1. Develops weekly lesson plans and submits to the Center Director for approval weekly.
2. Plans and conduct field trips as appropriate.
3. Participates in all center meetings as directed.
4. Assumes limited non-classroom responsibilities upon the direction of the Family Service Specialist I, including serving on advisory committees at the Central Office level.
5. Perform evaluations of staff under supervision.
6. Upgrades own knowledge and skills in the field on continuing basis.
7. Conducts a minimum of 2 home visits per year and 2 Parent Conferences of every child in the classroom to discuss the child's individual development and progress.
8. Maintains individual child records as required by Performance Standards and Minimum Day Care Standards.
9. Submits monthly report for first aid supplies to Family Service Specialist I.
10. Performs other duties as requested.
11. Responsible for classroom in-kind.
12. Guide and facilitate activities of the children, including daily activities, field trips, selecting and arranging equipment and materials in the classroom.
13. Conducts daily health checks and playground and safety checks.
14. Works with Teacher Aide and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities.
15. Maintains a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored.
16. Implements individual children's IEP activities; completing Weekly and Monthly Implementation forms.
17. Complete and submit require forms and records in a timely and accurate fashion.
18. Complete daily observation notes on enrolled children and completes TS GOLD assessments by deadline.
19. Administer developmental screenings (Ages and Stages and EDECA).

QUALIFICATIONS:

1. Must have a Bachelor degree or higher in Early Childhood Education or related field will be given preference or at a minimum an Associate degree in Childcare Development in accordance with the Head Start Act.
2. Must demonstrate with reference the ability to work with children and families of diverse background.
3. Must have documented experience working with children age three to five.

4. Should have supervisory experience in classroom or day care center.
5. Requirements for position include an up-to-date physical and TB test and signed declaration form of violent felonies or denial thereof and proof of education.
6. Must be able to pass thorough local, state, and federal criminal checks and child abuse clearance.
7. Must have the mental and physical ability to perform job duties.
8. Current physical examination and TB screen documentation upon hire.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

NON-DISCRIMINATION POLICY:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED SEPTEMBER 2020