**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**HEAD START TEACHER**

**Position Title:** Head Start Teacher

**FLSCA Status:** Non-Exempt

**Work Schedule:** Monday through Friday

7:30 am – 3:30 pm

**Job Status:** Full Time

**Supervised by:** Area Manager/Center Director/Lead Teacher

# POSITION SUMMARY

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| The Teacher is responsible for creating and managing a safe, attractive, and |
| inviting learning environment for children. They will incorporate developmentally |
| appropriate learning activities, which meet the needs of the individual child and |
| the group. The Teacher is responsible for the overall operation of the classroom.  |

# ESSENTIAL FUNCTIONS

* Adhere to agency Policies and Procedures, Head Start Performance Standards and North Carolina Child Care License requirements.
* Participate with a positive attitude in all program activities and promote cooperative relationships with parents while in the center.
* Attend parent meetings, staff meetings, pre-service and in-service functions. Encourage parents to become involved in workshops, training and other Head Start activities. Build a strong support group among parents in the classroom and encourage parents to volunteer and attend parent meetings.
* Conduct home visits with each child's parent.
* Conduct parent conferences with each child's parent. Prepare progress reports for parents.
* Welcomes parents and children as they enter the classroom each day.
* Supervises teacher assistant and volunteers in the classroom.
* Performs duties of bus monitor as assigned.
* Directs and monitors all classroom activities.
* Organizes the classroom in well-developed and defined interest areas, rotating materials to keep child's interest as guided by the program's curriculum.
* Maintains confidentiality of verbal and written information.
* Creates an attractive child oriented classroom. Arranges and labels with pictures, English language and Spanish language all areas and materials to make them easily accessible for use by children.
* Keeps current emergency information on each child in the classroom.
* Maintains records pertaining to class, children, parents, and volunteers, home visits, attendance, and others as assigned in a timely manner.
* Participates in staffing on each child assigned to the classroom.
* Conducts daily health checks and makes appropriate referrals, if needed.
* Maintains an on-going assessment for each child, reporting data

three times annually and participates in screenings.

* Develops Individual Objectives for each child based on the assessment by using the Skills and Objectives Checklist - updating at least monthly.
* Maintains observations updating at least weekly.
* Maintains Portfolios for each child as guided by the curriculum.
* Observes children and makes referrals to the appropriate service provider.
* Refers children to Family Services who have 3 consecutive absences or spotty attendance. Teacher should make the initial contact with the parent before referring to the Family Service Worker.
* Prepares developmentally appropriate weekly lesson plans with the cooperation of the teacher assistant as guided by the program's curriculum.
* Plans daily activities for learning through use of developmentally appropriate teaching methods and instructional materials as guided by the program's curriculum.
* Demonstrates knowledge of child development principles and the Head Start Performance Standards in classroom planning and implementation.
* Plans and post on the lesson plan activities that volunteers can do in the classroom and in their home.
* Use activities that enhance self-esteem and reflect diversity. Utilize resources in the community to achieve goals and objectives.
* Maintain appropriate classroom control and use positive guidance techniques as guided by the program's curriculum.
* Praise and encourage children who demonstrate respect for self and empathy for others.
* Provide smooth transitions between activities.
* Integrate all program areas into the lesson plan and classroom activities as guided by the program's curriculum.
* Lesson plans and activities must be inclusive of all children.
* Interact with children while supervising their activities at all times, taking advantage of teachable moments.
* Encourage social interaction during mealtime; share the same meal with the children.
* Keep outdoor areas clean and free of undesirable and hazardous conditions. Complete monthly Playground inspections.
* Complete necessary housekeeping chores to maintain a clean, safe, and healthy room.
* Plan transition activities for children entering the program and advancing to the next level.
* Submit information for parent newsletter and maintain current Parent Information board.
* Participate in staff development-mentor program, training, workshops, meetings and college credit courses toward attainment of a degree.
* Assume responsibilities and other duties as assigned.

# POSITION QUALIFICATIONS

* BS or Equivalent in Early Childhood Education or Child Development.
* Prefer two years of experience in pre-school classroom with ability to adapt curriculum to meet the needsof all children including at risk, special needs, gifted and culturally diverse populations.
* Complete Fingerprint and criminal History Check as required by the NCDCD.
* Excellent recently and verbal communication skills. Bilingual English/Spanish skills helpful.
* Ability to set and maintain professional boundaries with families.
* Ability to visually supervise children. Ability to hear a child communications, including crying and pre-language communications.
* Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, and standing. Occasional lifting up to 40 lbs.
* Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
* Ability to apply Early Childhood Development theory in daily classroom

activities and adapt to theindividual needs of children.

**PHYSICAL DEMANDS**

* X Walking X Sitting X Pushing X Climbing
* X Stooping X Standing X Kneeling X Crouching
* X Lifting (40lbs.) \_X\_\_Bending

# LICENSES AND CERTIFICATIONS

* Certification in Infant and child CPR and First Aid.
* Complete Fire Safety Training annually.
* Continued enrollment in Child Care division-Criminal History Registry is required.
* Physician statement of good health and provide personal statement of annual physical.
* Have negative results of TB test before beginning to work and on an annual basis.
* Valid NC Driver’s License.

**I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_