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

**EARLY HEAD START TEACHER**

**Position Title:** Early Head Start Teacher (Infants, Toddlers)

**FLSCA Status:** Non-Exempt

**Work Schedule:** Monday through Friday

7:30 a.m. – 3:30 p.m.

**Job Status:** Full Time

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

# POSITION SUMMARY

Work in this position involves planning, organizing and implementing, along with a co –teacher, a developmentally appropriate program for infants and toddlers. The employee follows standards and regulations of the Head Start Performance Standards and other U S Department of Health and Human Services regulations, the NC Child Day Care

Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc. The employee cooperates with a co-teacher to carry out the duties of the infant/toddler classrooms and to maintain a staff/child ratio of one adult to four children, with no more than eight children in a group.

# ESSENTIAL FUNCTIONS

* Builds and maintains positive, nurturing and supportive relationship with children and families.
* Plans and provides a learning environment and experiences that promote physical, social, intellectual, and emotional development.
* Assesses development of assigned children and sets goals for their development, plans individualized curriculum to help children meet the goals.
* Communicates with parents and encourages their input regarding the growth and development of their children; holds two home visits and three parent-teacher conferences per child per year.
* Advises and guides other personnel (i.e.; floaters, substitutes, volunteers) who work with assigned group of children in classroom, on playground, and during special activities as applicable.
* Participates in developing and implementing Individual Family Services Plans for those children who meet the appropriate criteria for having such a plan.
* Maintains individual enrollee records and classroom reports as required.
* Maintains a safe and healthy environment in the classroom and on the playground; reports safety hazards and/or equipment needs to the Center Director.
* Follows health and safety procedures, for hand washing, diapering, handling bodily fluids, sanitizing toys and equipment, administering medication, serving bottles and food, dealing with children illnesses, and supervising children.
* Attends to overall attractiveness and order of the classroom and playground, including the display and rotation of materials.
* Places orders for supplies and materials according to the center procedures; keeps classroom storage areas neat and organized; keeps clutter in storage areas and in classroom and on playground to a minimum.
* Cooperates with other center and program personnel in the delivery of al EHS services, including parent involvement, health, nutrition, special needs and mental health.
* Performs related duties as assigned.

# POSITION QUALIFICATIONS

* Minimum education requirement of an Associate's Degree in early childhood education or a Bachelor's inearly childhood education or a Bachelor's in a related field that focus on earlychildhood/development, two years experience is preferred. Transcripts or copy of degree will be required to validate degrees/classes.
* Ability to adapt curriculum to meet the needsof all children including at risk, special needs, gifted and culturally diverse populations.
* Strong written 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 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

* Maintain certification in Infant and child CPR and First Aid.
* Complete Fire Safety Training annually.
* Maintain certification in Sudden Infant Death Syndrome
* 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):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_