

TRI-COUNTY COMMUNITY ACTION, INC.
PROJECT HEAD START & EARLY HEAD START
JOB DESCRIPTION

JOB TITLE: Early Head Start Teacher

DEPARTMENT: Early Head Start

CLASSIFICATION: Full time; non-exempt

GENERAL DESCRIPTION: The Early Head Start Teacher must be able to take responsibility for the care and safety of all children in the classroom. Must be able to address educational, health, nutritional, social and family needs of the EHS child. Must be able to communicate effectively with infants and toddlers, their parents and other staff members. Must possess planning skills and be able to budget time wisely.

QUALIFICATIONS: Child Development Associate (CDA) or Certificate I required.

EXPERIENCE: Early Head Start Teacher should be selected primarily for his/her knowledge of the way in which infants and toddlers grow and develop and for understanding the needs, interest and abilities of individual infants and toddlers. In addition, must genuinely like infant and toddlers and enjoy working with them. The Early Head Start Teacher is expected to be an active participant in the work and play activities of the children so they must be in good physical health. Must be clean and neat in appearance and therefore set a good example for good hygiene practices for the children. They must be willing to work with others in the classroom such as other Early Head Start teachers and volunteers. Teacher must be willing to accept new ideas and learn new methods for working with very young children. They must be able to be calm and maintain good judgment in stressful situations.

DUTIES:

- Ensure infant and toddlers are safe at all-time both in the classroom and on the playground. Encourage habits of safety in handling work and play materials and equipment.
- Provide constant supervision of all children at all times. Children should never be left alone for any length of time.
- Be responsible for no more than four infants and toddlers at one time. Ensure no group of children is larger than eight with two teachers.
- Assist in the 45 day developmental screening.
- Ensure all floor surfaces (tile or carpet) are kept clean at all times. Assist in cleaning of the rooms and center.
- Assist with recruitment.

- Move children toward School Readiness Goals.
- Be an active partner in the mentoring process
- Understand and implement lesson plans and individualization.
- Complete daily, weekly, monthly and quarterly paperwork and meet all deadlines for submission.
- Prepare the classroom for the daily activities of the infants and toddlers.
- Attends monthly staff meetings and contributes relevant suggestions for improvements that enhance learning.
- Assist with communicating necessary information regularly to other staff and parents regarding the children's progress and/or needs.
- Works cooperatively and constructively with fellow staff members and supervisor.
- Performs routine housekeeping tasks according to schedule or assigned by supervisor.
- Attends necessary training to enhance classroom activities, maintain policies and procedures and keep up to date with development in areas such as health, nutrition, child development, mental health and disabilities. Ensure SIDS and Shaken Baby Syndrome training is received.
- Maintains an orderly physical environment conducive to the optimal growth and development of infants and toddlers.
- Assist in the responsibility for the equipment and materials in his/her classroom and assists children in learning appropriate use and care of materials and equipment.
- Promotes good eating habits by sitting at the table and eating the same foods as the children during mealtime and snack time, conversing with them, encouraging good table manners by the model he/she demonstrates.
- Insure infants are held while being fed and are not laid down to sleep with a bottle.
- Assist in food service to insure that children receive required proportions.
- Balance strenuous activities with periods of quiet activities and rest.
- Recognizes individual differences in children and adjusts activities and expectations accordingly.
- Maintain discipline in accordance with the rules and disciplinary guidelines set forth by TCCA and Head Start.
- Supervise, monitor and participate in all outdoor play and activities.
- Assist in the delivery of complete health services to all children enrolled in the program.
- Conduct daily health inspection on children as they arrive at the center and ensure documentation is accurate.
- Conduct, supervise and instruct children in the daily brushing and flossing of their teeth. Twice a day.
- Make referrals necessary to secure social services needed by the families of the children in your classroom.
- Assist in planning for and participating in activities for the parents when necessary.

- Teacher must conduct two parent conferences each year with each family enrolled and provide appropriate documentation. These visits should offer parent progress and ways in which they may foster the growth and development of their child.
- Teacher must conduct two home visits each year with each child enrolled and provide appropriate documentation. These visits should offer parent progress and ways in which they may foster the growth and development of their child.
- Assist in recruiting volunteers from the community and work with them constructively in the classroom.
- Must be able to lift or move 20 to 25 pounds if needed.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Regular work hours are 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by supervisor.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned task relevant to the effective operating of the program or other task assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Center Director

Signature: _____ Date: _____