

Economic Improvement Council, Inc.

JOB DESCRIPTION

JOB TITLE: EHS Teacher

SUPERVISOR: EHS Early Childhood Development Manager

WORK STATION: Head Start Center

DUTIES AND RESPONSIBILITIES:

1. Provide educational experiences for infants and/or toddlers according to the EHS Performance Standards and program regulations.
2. Responsible for the administration of the screening and assessment of children in the classroom.
3. Provide a conducive learning environment.
4. Develop and implement the Creative Curriculum for Infants and/or Toddlers.
5. Maintain acceptable discipline in classroom.
6. Assume the direction of classroom activities.
7. Make 2 home visits per year for each child.
8. Recruit volunteers.
9. Maintain a clean and safe environment.
10. Responsible for developing lesson plans.
11. Supervise Teacher Assistant.
12. Submit reports.
13. Maintain appropriate records and files.
14. Assist the Family & Health Services Worker in working with families as deemed necessary.
15. Other duties as deemed necessary.

DESIRABLE SKILLS AND QUALIFICATIONS

1. Ability to work effectively with infants and toddlers.
2. Ability to communicate effectively with parents.
3. Ability to communicate effectively with staff.
4. First Aid/CPR Certification.
5. NCI/CPI Certification.

EDUCATION AND EXPERIENCE:

Bachelors or Associate Degree in Early Childhood Education or an Infant/Toddler CDA required.