



JOB DESCRIPTION

NAME AND JOB TITLE: Head Start Teacher

Exempt: No

Introductory Period: 90 days

Supervisor: Center Manager

Work Period: 12 months per year

Department: Head Start

GENERAL DESCRIPTION

The teacher is responsible for educational activities such as learning, playing, eating habits, safety, toileting, behavior management, and all other activities both in the classroom and on

possess planning skills and be able to manage time wisely.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Head Start Teacher will:

- Ensure children are safe at all times, both in the classroom and on the playground.
- Build a culture of safety.
- Complete school readiness assessments three times a year and submit them into the database.
- Build a culture of safety.
- Assist with recruitment.
- Prepares daily attendance records, maintains children's educational data, completes meal counts during each meal, and performs other record-keeping
- tasks required by the program.
- Ensure meal counts are completed at the point of service (when students are eating).
- Prepares classroom plans and conducts daily activities for children.
- Observes, records, and reports on significant individual and group behavior of children.
- Attends monthly staff meetings and contributes relevant suggestions for improvements that enhance learning.
- Communicates necessary information to children, other staff, and parents regarding children's progress and/or needs.

- Works cooperatively and constructively with fellow staff members and supervisor.
- Performs routine housekeeping tasks according to schedule or as assigned by supervisor.
- Attends necessary training to enhance professional development, including classroom activities and policies and procedures, and keeps up to date with development in areas such as health, nutrition, child development, mental health, and disabilities.
- Prepares lesson plans two weeks in advance and submits them to the Center Manager for approval. Also submits any changes to lesson plans for approval.
- Be an active participant in the coaching/mentoring process.
- Maintains an orderly physical environment conducive to the optimal growth and development of children.
- Assumes 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 food as the children during mealtime and snack time, conversing with them, and encouraging good table manners by the model he/she demonstrates (family-style dining).
- Assist in food service to ensure that children receive the required portions.
- Balance strenuous activities with periods of quiet activities and rest.
- Recognizes individual differences in children and adjusts activities and expectations accordingly.
- Maintain a supportive and safe learning environment in accordance with the rules and guidelines.
- Supervise, monitor, and participate in outdoor play activities.
- Conduct daily health checks on children upon arrival at and departure from the center.
- Supervise, instruct, and model toothbrushing habits.
- Assist in planning for and participating in activities for the parents when necessary.
- Embrace and utilize DRDP as the ongoing assessment. Lesson Plans and Individualization will also be implemented from this tool.
- Fully implement Creative Curriculum to fidelity.
- Teachers must conduct two parent conferences each year with families enrolled and provide appropriate documentation. These conferences should offer parental progress, School Readiness information through DRDP and ways in which they may foster the growth and development of their child.
- Teachers must conduct two home visits each year with families enrolled and provide appropriate documentation. These visits should offer parental progress, School Readiness information through DRDP, and ways in which they may foster the growth and development of their child.
- Move children towards School Readiness Goals through individualized planned learning opportunities.
- Ensure safety incidents are promptly reported.

- Responsible for actively supervising their students.
- Assist with 45-day developmental screenings.
- Uses Conscious Discipline as the method for redirections of behaviors.
- Regular work hours are 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by the supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by the supervisor.

AGENCY REQUIREMENTS

1. Appearance: Maintain a professional appearance and hygiene.
2. Reliability: Dependable in carrying out responsibilities.
3. Safety: Adheres to safe regulations and policies.
4. Punctuality: Adheres to scheduled work hours.
5. Compliance: Comply with performance standards, childcare regulations, and agency policies and procedures.
6. Driver's License: Must have a valid Texas driver's license and automobile insurance with an employee name in order to be insurable by the agency's insurance company.
7. Professionally represent Tri-County Community Action, Inc. in all situations.
8. Maintain confidentiality of all information.
9. Maintain building security.
10. Assist with all safety and supervision of EHS/HS children.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- An A.A./A.S. degree or higher in Early Childhood Education or a related field is required.
- Obtain and recertify CPR and First Aid certifications.
- Obtain and recertify food handler's certification.
- Experience teaching/working with young children in public or private kindergarten, Head Start, or childcare.
- Ability to be calm and make good judgment in stressful situations.
- Strong communication skills
- Must have a valid Texas driver's license and automobile insurance with the employee name in order to be insurable by the agency's insurance agency.

REQUIRED SKILLS/ABILITIES

Language Skills: Oral and written communication skills. Interpersonal skills and experience working with others.

Reasoning Ability: Problem-solving skills.

Physical Demands: Must be able to lift or move 20 to 25 pounds. They are expected to be an active participant in the work and play activities so they must be in good physical health.

Other Skills/Abilities: Computer skills are required. Utilizes knowledge of various software programs to operate a computer in an effective and efficient manner.

PERSONAL QUALITIES

- Must genuinely like young children and enjoy working with them.
- Must be clean and neat in appearance and therefore able to set a good example for hygiene practices for children.
- Have the ability to conduct oneself in a manner that relates to TCCA Policies.
- Follows the four agency behavior competencies: Integrity, Teamwork, Professionalism, and Compassion.

SUPERVISORY DUTIES

None

DISCLAIMER STATEMENT

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to the financial constraints of TCCA, your position is subject to immediate termination.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date: _____