

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

JOB TITLE: Head Start Teacher

DEPARTMENT: Head Start

CLASSIFICATION: Full time; non-exempt

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 the playground. Teachers must maintain a positive relationship with parents and open communication. Engage individual and small group of learners in instructional activities according to the lesson plan. Document and provide objective information about children's performance that enables them to plan and modify the curriculum (individualization).

QUALIFICATIONS: A.A, A.S. degree or higher in Early Childhood Education or a related field is required.

EXPERIENCE: Head Start Teachers should be selected primarily for his/her knowledge of the way in which children grow and develop and for understanding the needs, interest and abilities of individual children. In addition, must genuinely like children and enjoy working with them. The 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 teacher assistants and volunteers. Teachers must be willing to accept new ideas and learn new methods for working with young children. They must be able to be clam and maintain good judgment in stressful situations.

DUTIES:

- Ensure children 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.
- Complete School Readiness Assessments three times a year and submit into Child Plus.
- Assist with recruitment of children
- Prepares daily attendance records, maintains children's educational folders, completes meal count during each meal, and performs other record keeping tasks required by the program.
- Prepares classroom, plans and conducts daily activities for all children.
- Observes, records, and reports significant individual and group behavior of children.

- Attends monthly staff meetings and contributes relevant suggestions for improvements that enhance learning.
- Communicates necessary information regularly 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 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.
- Prepares lesson plans two weeks in advance and submits to the Center Director for approval. Also submits any changes to lesson plans for approval.
- Be an active participant in the coaching 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 foods as the children during mealtime and snack time, conversing with them, encouraging good table manners by the model he/she demonstrates.
- 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 a supportive and safe learning environment in accordance with the rules and 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 checks on children upon arrival at and departure from the center.
- Supervise and instruct children in the daily brushing 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.
- Embrace and utilize Teaching Strategies Gold as the ongoing assessment. Lesson Plans and Individualization will also be implemented from this tool.
- Fully implement Creative Curriculum Studies to fidelity as outlined by the programs Curriculum Implementation Plan.
- Teacher must conduct two parent conferences each year with each family enrolled and provide appropriate documentation. These visits should offer parent progress, School

Readiness information through Teaching Strategies Gold 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, School Readiness information through Teaching Strategies Gold 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: _____