



JOB DESCRIPTION

NAME AND JOB TITLE: Early Head Start Teacher

Exempt: No

Supervisor: Center Manager

Department: Early Head Start

Introductory Period: 90 days

Work Period: 12 months per year

GENERAL DESCRIPTION

The Early Head Start Teacher must be able to take responsibility for the care and safety of the children in the classroom. Must be able to address the educational, health, nutritional, social, and family needs of the child. Must be able to communicate effectively with infants and toddlers, their parents, and other staff members. Document and provide objective information about children's performance that enables them to plan and modify the curriculum (individualization). Early Head Start Teachers must have the ability to progress students' understanding of the programs' school readiness goals through individualized efforts. Must possess planning skills and be able to budget time wisely.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Early Head Start Teacher will:

- Ensure infants and toddlers are safe at all times both in the classroom and on the playground.
- Encourage a culture of safety.
- Always provide constant supervision of children. Children should never be left alone for any length of time.
- Be responsible for no more than four infants and toddlers at a time. Ensure no group of children is larger than eight with two teachers.
- Ensure floor surfaces (tile or carpet) are kept clean. Assist in cleaning of the rooms and center.
- Assist with recruitment.
- Be an active partner in the coaching/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 infants and toddlers.

- Attends monthly staff meetings and contributes relevant suggestions for improvements that enhance learning.
- Assist with communicating necessary information to other staff and parents regarding the children's progress and/or needs.
- Works cooperatively and constructively with fellow staff members and the supervisor.
- Performs routine housekeeping tasks according to schedule or assigned by supervisor.
- Attends necessary training to enhance their professional development including classroom activities, 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 yearly.
- 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 assist 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, encouraging good table manners by the model he/she demonstrates (family style dining).
- Ensure infants are held while being fed and are not laid down to sleep with a bottle.
- Ensure infants do not go to bed with blankets or any other covering.
- Assist in food service to ensure that children receive the required proportions.
- Balance strenuous activities with periods of quiet activities and rest.
- Recognizes individual differences in children and adjusts activities and expectations accordingly.
- Supervise, monitor, and participate in outdoor play and activities.
- Assist in the delivery of health services to children enrolled in the program.
- Conduct daily health inspections on children as they arrive at the center and ensure documentation is accurate (Daily Activity Form).
- Promote and model healthy toothbrushing habits daily.
- Assist in planning for and participating in activities for the parents when necessary.
- Teachers must conduct two parent conferences each year with each family enrolled and provide appropriate documentation. These conferences should offer parental progress and ways in which they may foster the growth and development of their child.
- Teachers must conduct two home visits each year with each child enrolled and provide appropriate documentation. These visits should offer parental progress and ways in which they may foster the growth and development of their child.
- Fully implement Creative Curriculum to fidelity.
- Embrace and utilize DRDP as the ongoing assessment. Lesson Plans and Individualization will also be implemented from this tool.
- Work constructively with volunteers in the classroom.
- Move children towards School Readiness Goals through individualized planned learning opportunities.
- Ensure meal counts are completed at the point of service (when students are eating).
- 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

- Perform any other assigned task relevant to the effective operating of the program or other task assigned by 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

- Child Development Associate (CDA) or Level 1 Certificate 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 judgement in stressful situations.
- Strong communications skills
- Must have a valid Texas driver's license and automobile insurance with 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 is needed. 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: _____