



Job Description

JOB TITLE: Early Head Start Teacher
DEPARTMENT: Education
SUPERVISOR: EHS Assoc. Director

The mission of Unified Vailsburg Services Organization is to provide a stable and compassionate community to the children and families in the West Ward of Newark.

Our EHS Teachers must be committed to working cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the Early Head Start program in order to meet the cognitive, emotional, social, and physical needs of Early Head Start infants, toddlers and their families.

PRIMARY RESPONSIBILITIES

- Collaborate with co-teacher in preparing, implementing, and evaluating daily classroom activities ensuring that children are taught and supervised in a consistent manner.
- Take the primary lead for 4 infants/toddlers in the classroom
- Coordinate with co-teacher to ensure all children are within sight and sound at all times
- Collaborate with co-teacher and parents in providing for daily needs and establishing routines
- Coordinate with co-teacher in ensuring all children are signed in and out by the parent daily
- Work with co-teacher and parents to maintain a safe and healthy environment.
- Assist in planning and preparation of nutritious foods and cleanup at meal time
- Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Providing appropriate care for children with disabilities
- Encourage parents to attend monthly meetings/workshops

- When required attend center activities, contributing relevant education component information
- Provide input for parent conferences, comprehensive staffing and monthly Individual Child Goal tracking
- Conducts developmental screenings and assessments
- Participates in Home Visits
- Participates in the IFSPs as required and maintains individual and group checklist according to policies and procedures
- Implements and participates in lesson planning
- Maintain positive communication with parents
- Conduct daily sanitation of classroom, in class restrooms, and learning materials as required to ensure the health and safety of all. Sanitation of classroom will require the use of broom, mop, carpet sweeper, cleaning solutions and sanitizing agents
- Apply safe practices in the performance of duties by:
 - a. Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - b. Complying with agency safety standards
 - c. Participate in emergency drills
 - d. Promote a culture of safe environments in the workplace

ADDITIONAL RESPONSIBILITIES

- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Participate in staff meetings, conferences, training sessions and workshops as assigned. This includes sessions that may extend beyond scheduled working hours
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Comprehend, analyze, and make inferences and references from written material
- Verbal and written fluency in English
- Ability to produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar

KEY QUALIFICATIONS

- Infant/Toddler CDA or Associate degree in Early Childhood Education with infant/toddler classes
- One year experience in an infant/toddler related program
- Current First Aid, CPR
- Current enrollment in the Professional Impact New Jersey Registry (PINJ)
- Current physical examination, drug screen, and TB screen documentation upon hire and yearly thereafter
- Previous EHS/Child Care experience is preferred
- Principles and techniques of infant and toddler development
- Regulations and mandates of the HS/EHS Performance Standards
- Teaching methods and training practices for Infants/Toddlers
- Above average computer skills, organizational skills, time management skills, exceptional reading and writing skills, decision making skills, team building skills, problem solving skills.

PHYSICAL REQUIREMENTS

The activities of a EHS teacher require lifting of children and equipment, standing for long periods of time.

May also include:

- Time sitting on the floor or child size furniture.
- Setting up classrooms by moving tables, chairs, shelves, etc
- Walks throughout the community with children.
- Involved in music and motion activities.
- Contact with sick children requiring precautions to ensure the health and safety of all.