



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Teacher
LOCATION: Head Start Center
SUPERVISOR: Education Manager
WORKING HOURS: Monday - Friday, 7:30 a.m. to 3:00 p.m. (Typically)

JOB OVERVIEW:

The Teacher is responsible for providing educational experiences and a conducive learning environment that promotes School Readiness. This role involves developing and implementing appropriate curricula, maintaining classroom discipline, and supporting all Head Start service areas.

KEY RESPONSIBILITIES:

Educational Support:

- Provide educational experiences for children according to Performance Standards and program regulations.
- Develop and implement a curriculum that promotes school readiness.
- Provide effective teacher/child interactions as required by the Classroom Assessment Scoring System (CLASS).
- Implement early literacy and math activities covering all eleven domains of learning.

Classroom Management:

- Maintain acceptable discipline using the domains of CLASS.
- Recruit and supervise volunteers.
- Maintain a clean and safe environment.
- Develop lesson plans that promote school readiness.
- Supervise Teacher Assistant in the classroom.

Assessment and Development:

- Administer screenings and assessments, updating children's progress.
- Monitor and update children's files for licensing and Performance Standards Requirements.

Family and Community Engagement:

- Make home visits to parents.
- Set up Teacher/Parent Conferences.
- Assist Family Advocates in working with families as needed.

General Duties:

- Submit reports in a timely manner.
- Maintain appropriate records and files.
- Check all reports from the classroom before submitting to Central Office.
- Attend local and out-of-area workshops.
- Support all Head Start service areas.
- Perform other duties as required by program administrators.

REQUIRED SKILLS AND QUALIFICATIONS:

- Ability to work effectively with preschool children.
- Strong communication skills with parents and staff.
- Means of transportation.
- First Aid/CPR Certification.
- Ability to accept supervision.
- Ability to work effectively with administrative staff, other staff, and adults.
- Ability to delegate responsibilities appropriately.

EDUCATION AND EXPERIENCE:

- Bachelor's or Associate Degree in Early Childhood Education.

Signature _____ Date _____

Updated 7/2024