



ECONOMIC IMPROVEMENT COUNCIL, INC.

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

Job Summary:

The Early Head Start (EHS) Teacher is responsible for creating a safe, nurturing, and developmentally appropriate learning environment for infants and toddlers (ages 0-3) in accordance with Early Head Start Performance Standards, state licensing requirements, and best practices in early childhood education. The EHS Teacher supports children's growth in cognitive, social-emotional, language, and physical development while engaging families in their child's early learning journey. This role includes lesson planning, classroom management, child assessments, and family collaboration to ensure high-quality early childhood experiences.

Key Responsibilities:

Classroom Instruction & Child Development

- Provide a developmentally appropriate and engaging learning environment for infants and toddlers.
- Implement an evidence-based curriculum that aligns with Early Head Start standards and supports all domains of early childhood development.
- Observe, assess, and document children's progress using approved developmental screening tools and maintain accurate child records.
- Utilize a responsive caregiving approach, building strong, trusting relationships with children to support their emotional and social well-being.
- Adapt teaching strategies to meet the individual needs of each child, including those with disabilities or developmental delays.

Health, Safety & Compliance

- Ensure a safe and sanitary classroom environment that meets health and safety regulations, including diapering, feeding, and proper handwashing procedures.
- Follow all state licensing requirements, Head Start Performance Standards, and program policies.
- Conduct daily health checks and monitor children's well-being, reporting any concerns regarding health, nutrition, or safety.
- Maintain compliance with child-to-staff ratios at all times.

Family Engagement & Support

- Establish strong partnerships with families to support their role as their child's first teacher.
- Conduct home visits and parent-teacher conferences as required to discuss children's progress and developmental milestones.
- Provide families with resources and referrals to community services that support family well-being.
- Encourage family participation in classroom activities, program events, and parent engagement opportunities.

Collaboration & Professional Development

- Work collaboratively with teaching staff, family advocates, and support personnel to provide a holistic approach to child development.
- Attend staff meetings, training sessions, and professional development opportunities to stay updated on best practices in early childhood education.
- Engage in continuous learning and reflective practice to enhance teaching skills and program effectiveness.

Qualifications & Requirements:

Education & Experience:

- Associate's or Bachelor's degree in Early Childhood Education (ECE), Child Development, or a related field required.
- CDA (Child Development Associate) credential in Infant/Toddler care may be accepted if a degree is not held.
- Minimum of one year of experience working with infants, toddlers, or preschool-aged children in an early childhood education setting.
- Knowledge of Early Head Start Performance Standards, state licensing regulations, and best practices in early childhood education preferred.

Skills & Competencies:

- Strong understanding of infant/toddler development, responsive caregiving, and early learning strategies.
- Ability to implement age-appropriate curriculum and learning experiences that promote growth in all developmental domains.
- Ability to maintain accurate records and documentation for compliance with federal and state regulations.
- Demonstrate patience, flexibility, and compassion in working with young children and families.
- Proficiency in basic computer skills for documentation and communication.

Work Conditions & Physical Requirements:

- Must be able to engage in floor play and active interactions with children.
- Frequent standing, bending, kneeling, and sitting on the floor.
- Ability to work in a fast-paced and dynamic early childhood environment.
- Occasional home visits and participation in program events outside regular classroom hours.

Signature _____ Date _____

3/13/2025