

**FORT BELKNAP HEAD START  
656 AGENCY MAIN STREET  
HARLEM, MT 59526**

**JOB DESCRIPTION**

**Title:** Teacher

**Status:** Full-time/Permanent

**Department:** Education

**Program:** Head Start

**SUPERVISION RECIEVED:** Education Manager

**SUPERVISION EXERCISED:** This position supervises the Co-teacher and volunteers

**JOB SUMMARY:** Job incumbent provides support and assistance through family centered programming, in a developmentally appropriate way, to families and children between the ages of three and five, dependent upon the local program option (Center Base or Home Base). Incumbent also provides programming in a professional manner in accordance with the Federal Head Start Performance Standards and Regulations.

**Works with families as follows:**

1. Prepares and provides snacks that meet the minimum daily requirements according to the USDA/CACFP requirements, dependent on program option. Snacks are served family style, encouraging social interactions, learning self-help skills and good nutritional habits.
2. Develops and nurtures relationships with families. Supports families and assists them in meeting their goals through coordination of available resources.
3. Recruits and enrolls all Head Start eligible children and families in the community.
4. Encourages attendance and participation in all Head Start class sessions, home visits, and group socializations, as required by option.
5. Includes parents in the planning process for classroom lesson plans, home visit preparation, group socializations, and parent activities.
6. Supports families by assisting them with achieving their personal goals.
7. Shares information with parents about the child's success and progress, special program activities, travel schedules for itinerant providers, appropriate community resources, and related issues.
8. Center-base option, position provides at least two home visits annually for each child enrolled in a center-base program, lasting for a minimum of 1 and ½ hours.
9. Maintains respectful, professional relationship with parents at all times, and encourages parent involvement in the classroom, home visits, group socials, activities, parent committee, and policy council.
10. Establishes trusting relationships with the families.
11. Keeps all information shared by the family confidential.

**Works with the Child as follows:**

1. Provides a safe & healthy learning environment for children that promotes developmentally appropriate social, emotional, physical and intellectual growth, and development.
2. Provides learning experiences, which promote independence, exploration and experimentation.
3. Completes observations and screenings to identify each child's strengths and interests within the first 45 days of enrollment. Continues this process by following the child's development and growth throughout the year and using this information to develop materials and activities for the child.

4. Facilitates learning for children by introducing and providing materials and activities of interest to the children while using developmentally appropriate tools.
5. Practices approved methods for child guidance and discipline.
6. Respects the child by observing, listening, and learning from what the child has to teach.

**Works for the program as follows:**

1. Serves as a leader and role model for parents, staff, and volunteers and develops a strong team which administers a quality program. Education Manager, Co-Teacher and Parent Committee on this team, working closely with them striving towards excellence.
2. Maintains organized, accurate and up-to-date child file information and documentation, and promptly reports updates to central office.
3. Accurately reports monthly activities and contacts in the required time frame. Reports include the monthly newsletter, participation sign-in sheet, family visit plans/schedules, family file updates, menu/meal analysis, child observations, special needs service information, and group experience plans.
4. Maintains daily lunch count to complete monthly count report.
5. Will prepare the lesson plans and complete monthly bulletin boards.
6. Maintains confidentiality of all information and records on families and children enrolled in the Head Start program.
7. Prepares annual inventory, develops material/supply orders and provides information to parent committee so the Program Director and Policy Council can develop appropriate budgets.
8. Is involved in formal and informal training programs to improve skills and knowledge.
9. Attends scheduled parent meetings and reports on Head Start activities, provides parent educational opportunities.
10. Provides on-site supervision of the Co-Teacher and volunteers in the classroom.
11. Establish, explain and implement safety rules that are understood and practice by children and adults. Such as pedestrian safety, emergency exits, dialing for help posted for shared for subs, parents and volunteers.
12. Implementing safety measures, indoor and outdoors, in the gym, on the bus, on field trips with material and equipment.
13. Provide a written report on unsafe conditions.
14. Riding BUS when picking up and delivering children. Making sure someone is home, age 14 or a written statement before leaving a child. Make sure the bus is empty upon arrival and departure
15. Do walk through of the bus in the AM and PM.
16. Will read the **Head Start Performance Standards** and **ELOF**.

**Minimum Qualifications:**

1. Must have B.S. Degree or Associates
2. Must be at least eighteen years of age.
3. At least 6 months experience working with children ages three to five years of age.
4. Demonstrated leadership skills.
5. Supervisory experience.
6. Demonstrated ability to establish a developmentally appropriate program for multi- cultural groups of young children in a rural community.
7. Willingness to travel outside of the community to attend training and conferences.
8. Physical exam and negative TB clearance upon hire.
9. Adult, Child, and Infant CPR and First Aid Certification within 30 days of hire and bi-annually thereafter
10. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

11. Must **never** been convicted of a **Felony** or misdemeanor within (1) one year of applying for position.
12. Performs other job-related duties as assigned.

**Knowledge, Skills and Abilities:**

1. Strong interpersonal skills.
2. Demonstrated respect for the family as the child's first teacher and demonstrated ability to represent Head Start well in the community.
3. Must be dependable, responsible, self-motivated, and independent.
4. Demonstrated respect, sensitivity, empathy, non-judgmental, ability to inspire trust.
5. Willingness to travel outside of the community to attend training and conferences.
6. Must maintain strict **Confidentiality**.

**Physical demands:** Lifting up to 25 pounds, in support of supplies. Periodically lifts and carry children, when necessary. Some periods of standing for long periods of time. Walking when bringing children on walks outside of building.

**Summation:** This position requires excellent time management skills, organizational skills, and the ability to prioritize multiple demands and juggle complex tasks. Must remain solution focused when resolving conflicts is required. This job involves the ability to work independently with many interruptions as well as the ability to be flexible and creative in program operations and management.

**IMMIGRATION REFORM AND CONTROL ACT:** Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicant will be asked to produce documentation.

**I have read the job description and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Head Start reserves the right to revise this job description at any time with approval of the Parent Policy Council.**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**