

**CLINCH VALLEY COMMUNITY ACTION, INC.**  
**HEAD START**  
**JOB DESCRIPTION**

<b>POSITION:</b>	Center Director/Teacher
<b>JOB CLASSIFICATION:</b>	Non-Exempt, 10 months, 40 hrs. week
<b>SALARY RANGE:</b>	Additional .50 cents per hour for 3 or more classrooms Additional .40 cents per hour for 2 classrooms Additional .30 cents per hours for 1 classroom
<b>SUPERVISES:</b>	Teacher
<b>SUPERVISED BY:</b>	Assistant Education/Disabilities Coordinator

**GENERAL RESPONSIBILITIES**

The Head Start Center Director/Teacher is responsible for overseeing all activities, employees and facilities at the Center where they perform their regular duties. This position organizes team management meetings. This position serves as a liaison between the Center and the Head Start Director. This position works with all service area and classroom staff to ensure successful, nurturing experiences for children in the Center, and recognizes the value of parent participation in the lives of the children at the center and the successful management of the Center. This position recognizes the importance of the involvement of community volunteers in the Center. This position requires regular attendance and punctuality as an essential part of the job function. This position may be held by any employee at a Center and includes an increase in pay increase for the person holding this position.

**SPECIFIC RESPONSIBILITIES**

1. Supervises the daily routine and management of the Center where they are otherwise working.
  - a. Ensures the playground is monitored by staff;
  - b. Ensures weekly and monthly reporting occurs accurately and on time;
  - c. Notifies the Assistant Education/Disabilities Coordinator and Assistant Head Start Director of issues concerning staff, children and the facility;
  - d. Must be physically able to lift at least fifty pounds.
  - e. Acts as mentor to new staff.
  
2. Maintains a working knowledge of all Head Start performance standards.
  - a. Based on Head Start performance standards, demonstrates developmentally appropriate practice throughout the center in all interactions with children;
  - b. Arranges and maintains a classroom environment conducive to exploration and experimental learning with interest areas labeled, defined, and accessible to children;
  - c. Keeps equipment and materials, safe, clean, and in good condition at all times, both indoors and outdoors; and
  - d. Enforces all safety rules and practices;
  - e. Attends training and educational classes as assigned;
  - f. Attends staff meetings as needed;
  - g. Attends Agency or program training; and
  - h. Must obtain a CDL License within 60 days after employment.
  
5. Creates an atmosphere in the center that is welcoming to parents and families.
  - a. Encourages parent participation daily by providing parents with information about how they can be involved;
  - b. Greets parents daily and invites them to participate;
  - c. Fully explains the purpose of and examples for age-appropriate activities to the parents;
  - d. Serves as a positive liaison between parents and administrative staff; and

- e. Attends parent meetings as assigned
6. Works with all staff and parents to maintain a quality program.
    - a. Works an hourly schedule as needed to provide center coverage;
    - b. Works to help Center meet monthly in-kind goal;
    - c. Submits written referrals to Supervisor, as needed;
    - d. Calls supervisor one hour prior to Center opening when unable to report to work (tardiness, sickness, and emergencies);
    - e. Completes assigned duties as scheduled (meets deadlines);
    - f. Selects appropriate materials and supplies for the children;
    - g. Requests materials and supplies and submits to the Supervisor as needed;
    - h. Workers to incorporate IEP goals in classroom plans whenever applicable;
    - i. Records anecdotal notes;
    - j. Reports cases of suspected child abuse or neglect to Supervisor immediately; and
    - k. Adheres to all policies/procedures as outlined in the CVCA Policy/Procedures Manual, and the Head Start Policy Manual.
  7. Administers first aid in the absence of a medical professional.
    - a. Maintains a current Red Cross First Aid Card; and
    - b. Maintains a current Red Cross CPR Certification Card.
  9. Performs other job-related task upon request.

### **PROFESSIONAL DEVELOPMENT**

Must pursue professional development for position and to correct deficiencies noted in employee evaluation. Must maintain a professional development plan, renewed yearly.

### **QUALIFICATIONS**

\*AA in Early Childhood Education; or

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\*BA in a related field \*coursework equivalent to an Early Childhood Education major and experience teaching preschool-age children; or

\*A BA + Teach For America + passed rigorous early childhood content exam +TFA summer training (preschool children) + ongoing professional development from TFA staff. (HS Act 648A(3)(B), 45 CFR 1302.91(e)(2)

\*A related degree (other than early childhood) may include Interdisciplinary Studies, Human Development, Child and Family Development or Psychology.

\*Transcripts and course descriptions will be reviewed to determine "coursework equivalent".

\*Coursework equivalent to a major relating to early childhood education includes, but is not limited to, courses that focus on child development, early childhood education, early childhood curriculum (as a whole or by domain such as math, science, or literacy), early childhood teaching/instruction, child assessment, psychology, family development, health and physical development, mathematics, science, and children's literature. Such courses may be offered in various departments, such as education, home economics, music, art, library sciences, physical education and recreation, psychology, human services, family studies, and others.)

\*Equivalent hours can include 120 CDA (Child Development Associate) hours when there is at least five years preschool classroom experience.

\*It is up to each candidate to provide the Head Start program with information on the college courses taken and to demonstrate that the courses address early childhood education and child development with a focus on children ages 3 to 5.

\*Competencies include effective and nurturing teacher-child interactions, curricula implementation and use of assessments, and promotion of children's progress (Head Start Early Learning Outcomes Framework: Ages Birth to Five 45 CFR 1302.91(e)(5)

Must demonstrate competency to provide effective and nurturing teacher-child interactions, plan and

implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate; Must be proficient in oral and written communication skills; Must be willing to learn to care for children with disabilities who may be enrolled in Head Start; Experience successfully working with a culturally diverse staff and clients; Must be able enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions.

Prefer one year experience (day care, parenting, working with pre-school children in camp, church settings, or other) in working with pre-school children; Within three months of employment, must secure a Commercial Driver's License; Must be proficient in oral and written communication skills; Must be willing to learn to care for children with disabilities who may be enrolled in Head Start; Staff must be familiar with the ethnic background, be able to communicate in the language of families in the program and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency; Must be willing to attend any local or out-of-town overnight training determined necessary by the immediate supervisor, Program Director, or Executive Director.

**WORKING CONDITIONS**

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
3. A moderate amount of driving is required;
4. Must be able enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions.
5. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
6. Must be able to lift and carry up to 50 lbs.

**ADDITIONAL REQUIREMENTS**

Anyone hired in this position after November 7, 2016, the candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests.

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**