

CLINCH VALLEY COMMUNITY ACTION, INC.
HEAD START
JOB DESCRIPTION

POSITION: Teacher
JOB CLASSIFICATION: Non-Exempt, Full-time, 10 Months
RATE OF PAY: With Bachelor's Degree \$14.87 hr. - \$18.30 hr.
Without Bachelor's Degree \$12.80 hr. - \$17.20 hr.
Teacher that is named Center Director receives an additional
.50 cents per hour for 3 or more classrooms, .40 for 2 classrooms,
and .30 for one classroom
SUPERVISED BY: Center Director/Teacher and Asst. Education/Disabilities Coordinator
SUPERVISES: Teacher's Aide, Center Aide, Center Aide/Bus Driver/FSA,
Center Floater, Classroom Volunteers

GENERAL RESPONSIBILITIES

The Head Start Teacher is responsible for conducting a classroom in a way that exemplifies the Head Start goals of providing children with educational experiences that help them grow mentally, socially, emotionally, and physically. The Teacher works with all service area and classroom staff to ensure successful, nurturing experiences for children in the Center, while recognizing the parents as the most important influences in the lives of their children. This position requires regular attendance and punctuality as an essential part of the job function. Works toward ROMA goals.

SPECIFIC RESPONSIBILITIES

1. Plans and implements activities that meet the social, emotional, physical, and educational needs of the children in the classroom.
 - a. Prepares and submits lesson plans at least one week in advance to Assistant Education/Disabilities Coordinator;
 - b. Schedules field trips and submit forms;
 - c. Works with Cook to plan and implement at least two food experiences monthly;
 - d. Conducts developmental screenings and uses the results to individualize educational programming for each child;
 - e. Schedules and makes two home visits per child per year;
 - f. Schedules and implements two parent/teacher conferences per child per year;
 - g. Prepares a flexible classroom schedule at the beginning of each operational year;
 - h. Initiates appropriate teacher/child interactions based on the philosophy of the Classroom Assessment Scoring System (CLASS) tool;
 - i. Plans and implements all school readiness goals;
 - j. Completes daily health checks on all children;
 - k. Completes medication log when needed and makes sure procedures are followed when administering medications;
 - l. Sends "school and home" folders weekly to families;
 - m. Conducts PALS screening for all four year olds and uses the results to individualize educational programming for each child;
 - n. Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. Will not employ methods of discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs; and
 - o. Reviews each child's progress daily.
2. Utilizes a team approach in classroom operations.
 - a. Includes Teacher's Aide in the development and implementation of weekly lesson plans;

- b. Includes staff from all service areas in all aspects of daily operation/as needed;
 - c. Involves Agency staff when providing resources to children; and
 - d. Participates in periodic staffing.
3. Maintains a working knowledge of all Head Start performance standards, Day Care Licensure, USDA guidelines, assessments and monitoring regulations.
 - 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;
 - d. Ensures that Day Care licensure regulations and USDA guidelines are followed; and
 - e. Enforces all safety rules and practices.
 4. Works to continue education by attending classes, meetings, workshops, and conferences related to Head Start and early childhood education in accordance with staff development plan.
 - a. Develops professional development goals with supervisor annually;
 - b. Participates in classes, workshops, meetings, and conferences that move toward meeting professional development goals, as requested or assigned;
 - c. Attends staff meetings as needed;
 - d. Attends Agency or program training;
 - e. Enrolls in college classes upon request; and
 - f. Achieves proper childhood education credentials.
 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, or earlier if possible, when unable to report to work (tardiness, sickness, and emergencies);
 - e. Completes assigned duties as scheduled (meets deadlines);
 - f. Maintains all child files in a neat, organized, and complete order;
 - g. Selects appropriate materials and supplies for the children;
 - h. Requests materials and supplies and submits to the supervisor as needed;
 - i. Works to incorporate IEP goals in classroom plans whenever applicable;
 - j. Records anecdotal notes;
 - k. Reports cases of suspected child abuse or neglect immediately to the Department of Social Services and to Supervisor; and
 - l. Adheres to all policies/procedures as outlined in the CVCA Policy/Procedures Manual, and the Head Start Policy Manual.
 7. Serves as a Supervisor to employees in the Center.
 - a. Supervises the Teacher's Aide and any Volunteer in the classroom, working respectfully and cooperatively, assisting him/her in increasing professional knowledge and skills;

- b. Serves as role model for employees and volunteers;
 - c. Helps to solve problems, stimulates and creates an environment for positive interaction and learning experiences;
 - d. Serves as a key player in helping to carry out the mission of Head Start and Clinch Valley Community Action; and
 - f. Provides training to new Teacher's Aides as needed.
8. Administers first aid in the absence of a medical professional.
- a. Maintains a current First Aid Card; and
 - b. Maintains a current CPR Certification Card.
9. Completes all reports as required.
- a. Enters and keeps database information up to date and accurate; and
 - b. Completes and submits to supervisor accurate reports, i.e. monthly, quarterly, annually, and as requested.
10. Ensures that children who ride buses are transported to and from the classroom safely by staff.
- a. Ensures that staff, including the Teacher, who are transporting children are qualified;
 - b. Ensures that staff and other volunteers who serve as bus monitors receives the required training prior to serving in such role;
 - c. Makes sure each child is properly belted in a seat belt or car seat;
 - d. Completes all pre-trip inspections including accurately completing all transportation paperwork;
 - e. Makes sure children are safely transferred to and from an adult or person responsible for receiving them;
 - f. Returns children to the Center at the end of the route if no one is there to receive them;
 - g. Reports to the program supervisor when problems arise with transportation;
 - h. Refuels the bus as needed and thoroughly inspects bus inside and outside
 - i. Drives bus routes or rides as monitor when needed
 - j. Reports bus repairs and cleaning needs to Head Start Director as needed; and
 - k. Conducts or participates in emergency evacuation procedure drills as mandated.
11. Performs other job-related tasks 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

Each classroom in center-based programs must have a teacher who has:

*AA in Early Childhood Education; or

*BA in Early Childhood Education; or

*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 within 60 days of hire; 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. Must be able enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions.

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. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
5. 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