



Position Description: Early Head Start Teacher 1

Department: Early Learning Academy (Center-Based)
Exemption: Exempt
Reports to: Program Director, Center-Based Early Learning Academy
Titles Reporting to Job: May supervise volunteers and interns

Position Description

Last Reviewed: February 21, 2020

Last Revised: February 21, 2020

Position Summary:

Casa Central's Early Learning Academy provides high quality, comprehensive early childhood education services for young children, ages birth to five, and their families. The Early Head Start Teacher provides effective instructional strategies, classroom management, learning, assessment, evaluation and related research for children 2-year-old children. The Early Head Start Teacher is responsible for providing developmentally appropriate learning experiences, supervision of children assigned in the classroom, and providing a supportive and positive classroom climate, while ensuring the individual needs of the children are met as mandated by Early/Head Start, COA, federal, state and local standards. The Early Head Start works in collaboration with parents/families and other professionals to ensure that children are ready for success in kindergarten and beyond.

Essential Duties and Responsibilities:

Agency

1. Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
3. Cultivate a professional and respectful work environment.
4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.
5. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.

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Early Learning Academy – All Staff

1. Ensure compliance with all Early/Head Start Program Performance Standards, including as interpreted by the Ounce of Prevention Fund (Grantee), as well as with relevant federal, state, city, and accrediting/licensing body regulations and requirements.
2. Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.
3. Engage in Active Supervision strategies to support the safety, wellbeing, and appropriate supervision/oversight of children at all times.
4. Act in accordance with the program's Standards of Conduct, building respectful relationships with families, honoring parents/caregivers as their children's first and most important teachers, and maintaining strict child, family and staff confidentiality at all times.

Early Learning Academy – Early Head Start Teacher

1. Serve as co-leader for the classroom team and provide guidance to children, families, teaching team, volunteers, and other visitors.
2. Ensure the implementation of developmentally appropriate practice within the classroom, including utilizing materials and studies from the Creative Curriculum.
3. Facilitate the creation of an inclusive environment where children can learn in collaboration with the teaching team.
4. Facilitate with the classroom teaching team the creation and implementation of group lesson plans.
5. Research new ideas, methods, resources and materials for lesson plans.
6. Ensure that all children within the classroom have sufficient, high quality observations, maintain up-to-date documentation in databases (Teaching Strategies GOLD), child education files and child portfolios.
7. Provide a safe environment for children at all times by implementing active supervision practices.
8. Implement screenings and assessments and reporting of outcomes for children.
9. Communicate with parents/families and report child progress through scheduled parent-teacher conferences and home visits.
10. Initiate referrals for children who might benefit from further evaluation. Participate in the referral process by documenting observations and interventions attempted in the classroom.
11. Participate in Individual Education Program (IEP) and Individualized Family Service Plan (IFSP) meetings and evaluations.
12. Work closely with consultants and other Casa Central personnel.
13. Individualize for all children, including children with diagnosed disabilities.
14. Support social emotional development through the use of positive classroom management approaches.
15. Utilize data from child outcomes, screenings, and IFSPs/IEPs to guide lesson planning for individual children and for the group.
16. Maintain care of classroom equipment and supplies, control inventory, and report all repairs needed.
17. Promote an atmosphere of teamwork where staff, parents and children interact positively with each other.
18. Participate in all required and recommended trainings, including Teaching Strategies GOLD, Creative Curriculum, and CLASS trainings.
19. Participate in all required and recommended meetings.
20. Support agency's School Readiness goals and track progress towards goals.
21. Complete an ongoing professional development plan.

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- 22. Participate in Coaching to Fidelity and individual supervision/ongoing coaching with the Education Coordinator.
- 23. Prepare reports on classroom activities, including attendance records.
- 24. Perform all other duties as assigned.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Infant/Toddler CDA.

Language Skills:

Bilingual/Bicultural in English and Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate and be able to use Microsoft applications; experienced with web-based and other automated management information systems.

Mathematical Skills:

Basic math skills required.

Operating Environment and Working Relationships:

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Knowledge of Head Start Program Performance Standards preferred.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

People Management:

Ability to utilize reflective practices and leadership in order to guide and support staff in the classroom.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Will be required to travel as part of staff development to training, conferences, or other events. Must be able to lift a 50 lb. child.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Will work evenings and weekends, as

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needed. Local travel required for meetings, trainings, home visits, and family advocacy and engagement activities.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature: _____

Date: _____