



Northeast South Dakota Head Start Program, Inc.



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Teacher

POSITION DESCRIPTION

EDUCATION AND EXPERIENCE: This position is required to have a bachelor's degree in early childhood education or child development; a bachelor's degree in a related field with a minor in Early Childhood Education or a bachelor's degree in a related field and a CDA credential. Experience is preferred in the field of early childhood education but not required. Proficiency in various computer programs in Microsoft 365, including Excel, Outlook, PowerPoint Publisher, Word, and a variety of other program wide software.

QUALIFICATIONS: This position is required to perform the duties outlined in this job description. The Teacher is to have a working knowledge of the developmental and educational needs of children; be able to lead, teach and be a good example for children and their families. This position will have an interest and concern for the philosophy and concept of the Head Start Program. Head Start children and families will always come first, in this Head Start Program, above all defined duties, perceived responsibilities and/or personal priorities!

PHYSICAL REQUIREMENTS: Must be able to lift a minimum of 30 lbs. and occasionally heavier items.

WORK ENVIRONMENT: Work is generally performed in an indoor, office setting, well-lit, well-ventilated, heated, and air-conditioned environment. The noise level in the work environment is usually moderate, but during class time, it can become noisy.

WORK SCHEDULE: This position is expected to work a total of 8 hours per day Monday through Friday in accordance with the Head Start calendar.

SUPERVISION: This position is accountable to the Education Coordinator assigned to their area. The teacher will lead all other staff in the classroom to have a high functioning room. This position does not oversee any positions or departments.

EVALUATION: The Education Coordinator will evaluate this position. They will conduct a 90-day review upon hire and yearly, thereafter.

OBJECTIVES:

Essential Duties & Responsibilities

Key Result Area #1: Interacting with Children, Lesson Planning and Evaluating Progress

1. Provide effective and nurturing teacher-child interactions.
2. Plan and implement learning experiences that are developmentally appropriate, include all areas of development, and provide for the individual needs of the children in the class.
3. Plan and implement learning experiences that ensure effective curriculum implementation, promote child progress and school readiness skills by providing interactive, engaging learning activities throughout the day.
4. Arrange the classroom to provide a safe, healthy learning environment that allows for the full inclusion of children with special needs.
5. Ensure that all areas of classroom planning; lesson plans, books, equipment, speakers, etc. reflect various cultures and backgrounds.
6. Attend IEPs/other developmental meetings to provide input on the child's development, perceived needs and to act on behalf of the child/family, if requested.
7. Maintain up-to-date records on each child including all information included on the file checklist and any additional, relative information.
8. Use 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
9. Assess children's progress through observations, samples of the children's work, parent report and record using the Teaching Strategies GOLD Program. Inform parents of children's progress 3 times throughout the year and allow for parental input of what steps should be taken to further development.
10. Use information from child assessment to make informed decisions about classroom set up, lesson planning and individualized instruction needed for each child.
11. Submitting required paperwork in a timely manner (including, but not limited to, lesson plans, attendance, weekly staff meeting minutes).
12. Meet once a month or as needed with Education and Family Service Coordinators to evaluate children's progress and the operation of the unit

Key Result Area #2: Working with Families

1. Relate to families in an open, considerate and friendly manner.
2. Provide communication in ways that are understandable to all families, including using interpreters, providing information and messages in family's home language to relay program information and services.
3. Respect and promote the unique identity of each child and family, showing consideration for each family's culture and values.
4. Involve parents directly by keeping in close contact with them concerning their child's developmental progress, concerns and needs.

5. Encourage families to become involved with their Head Start child through volunteering in the classroom, sharing ideas for the daily classroom activities, providing input for the next steps to take to promote their child's developmental progress, becoming involved with the parent group and Policy Council, or in any way they can.
6. Work closely with the Family Service Coordinator to plan for parent/child activities that enhance the specific developmental needs of the children.
7. Provide educational information to families on various child development and safety issues and/or refer them to the appropriate community resource.
8. Being responsive to parents' concerns about themselves and their family and referring them to the appropriate Head Start staff and/or community resources for assistance.
9. Attend monthly parent meetings and give an update on classroom activities and needs.

Key Result Area #3: Managing the Classroom

1. Ensure that the classroom is safe and healthy by completing a health and safety checklist along with visual daily inspections.
2. Ensure that children are always monitored, making sure the proper adult/child ratios are met, the pertinent emergency information is available and up to date, and that proper procedures are followed in the event of an emergency.
3. Provide appropriate guidance to children by teaching clear expectations, being proactive, redirecting misbehavior and appropriately handling student behavior.
4. Monitor and act as a resource for center staff, relating in an open and friendly manner.
5. Include center staff in planning, implementing, and observing activities for children and families.
6. Complete inventories on all materials and equipment in classroom.
7. Janitorial duties as needed.

Key Result Area #4: Leadership

1. Provide leadership and guidance to the center staff to ensure effective and efficient communication, relay expectations, answer questions and problem solve to carry out the program objectives.
2. Promote teamwork through positive communication, clear expectations, and a common goal of meeting the needs of the children and families in the program.
3. Monitor and act as a resource for center staff, relating in an open and friendly manner.
4. Make informed decisions within the realm of the position, with guidance from their Education Coordinator when needed, and inform necessary people of the decision.
5. Conduct weekly center staff meetings and file documentation for future reference.
6. Assist with interviewing candidates for support staff positions.

Key Result Area #5: Administrative Responsibilities

1. Complete and submit the required paperwork/assessments in a timely manner (i.e. lesson plans, attendance, in-kind, etc.).
2. Enter applicable information into computer tracking systems in a timely manner (i.e. Teaching Strategies GOLD and ChildPlus).
3. Assist with child developmental screening.
4. Attend and be actively involved in monthly in-service training.
5. Continually assess the Head Start program and provide input/suggestions for improving services to children and families and the overall program.

Key Result Area #6: Community Representative

1. Have knowledge of community resources to be able to link families with appropriate services and agencies.
2. Encourage in-kind from the community through field trips, speakers, classroom volunteers, etc.
3. Relating in an open and friendly manner and acting as a positive representative of Head Start while working with vendors and people in the community.

Key Result Area #7: Professional Development

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. Maintain current, required education credentials and submit a copy to the main office to be kept in employee file (check with HR to verify most updated is on file).
3. To read all related directives, standards and plans to keep up to date with local, state and federal educational standards.
4. The Teacher will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards daily.

**** This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required. ****