



Regional Consolidated Services Job Description

Department Head Start

Job Title Early Head Start Teacher

Purpose: The Early Head Start Teacher plans and implements developmentally appropriate activities for children from birth to age 3 in the areas of social, intellectual, physical, and emotional development according to federal, state, and local mandates.

Primary Duty: Provides supervision and instruction to young children while utilizing respectful and responsive care-giving practices. Communicates positively with children, families, and colleagues to meet the individual social, emotional, health, and educational needs of each child.

Essential Functions and Responsibilities:

1. Implements Early Head Start curricula in the classroom
2. Provides learning experiences that promote all developmental areas,
3. Guides and facilitates activities of the children, including daily activities, selecting and arranging equipment and materials in the classroom
4. Maintains a comprehensive and ongoing assessment for each child, including weekly observations in each area, examples of the child's work, and developmental assessment completed according to Early Head Start procedures
5. Conducts home visits and parent conferences to discuss the child's individual development and progress; assists the parents in developing observational skills and solicits parent observations
6. Eats with and assists children in the development of social and self-help skills, and sound nutritional practices
7. Meets regularly with appropriate staff members to exchange information pertinent to the identification of services to meet the needs of each child
8. Meets with mental health consultants to discuss mental health needs of children
9. Guides children's social/emotional skills, and those marked by the Head Start Standards
10. Attends staff training and meetings
11. Works with the other classroom teacher and collaborates to apply skills and abilities in planning and carrying out classroom activities and duties
12. Maintains a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored
13. Uses the playground as an extension of the classroom; assures that the playground is safe;
14. Assists in conducting daily health checks
15. Assists in implementing children's I.F.S.P. (Individual Family Service Plan)
16. Completes and submits required forms and records in a timely and accurate fashion, e.g., lesson plans, portfolio forms, assessments, time sheets, meal reports, etc.
17. Actively assists in transition activities
18. Distributes newsletters, flyers, and other information to families as instructed by the supervisor
19. Assures that files are complete, accurate, and confidentially maintained
20. Other duties as required

Required Qualifications:

1. Associate degree in early childhood education or Bachelor’s in Birth to Kindergarten
2. Valid driver’s license and ability to travel between various agency sites, community resources, and home visits
3. Meet federal and state background check and drug screen requirements

Knowledge, Skills, and Abilities

1. Excellent oral and written communication skills
2. Exceptional customer service, and interpersonal skills
3. Effective problem-solving and influencing skills
4. Strong organizational, self-motivation, and decision-making skills
5. Proficiency in using Microsoft programs (Word, Excel, PowerPoint), and using the internet
6. Proficiency in using PC, mobile devices, scanners, copiers
7. Ability to manage multiple priorities in a fast-paced environment.
8. Ability to work independently and collaboratively, as needed
9. Understanding and acceptance of regional cultural, religious, and economic differences.
10. Demonstrated ability to articulate ideas clearly (both written and orally), listen accurately, and establish personal rapport with people from a variety of backgrounds
11. Ability to maintain dignity and self-control in stressful situations; objective about personal strengths

Essential Physical Functions:

The physical demands and work environment characteristics 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 essential functions.

Physical Activity

1. Carrying, Writing, Bending, Stooping, Grasping
2. Standing, Twisting, Sitting, Lifting, Walking
3. Push, pull, lift or carry up to as much as 25 pounds frequently
4. Must be able to sit or stand for long periods of time

Classification: Nonexempt. The Child Development Coordinator supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____