

Head Start Child & Family Development Centers, Inc

Job Description

Title: Teacher Float
Class: HS/EHS
Supervisor: Site Supervisor
Office Location: To be Assigned

Revised: 8/2023

Job Summary:

The Head Start Teacher float is responsible for planning, organizing, and directing the daily educational and social activities of the children ages 1-5 years, enrolled in the Head Start/Early Head Start Center. The teacher directly supervises Head Start Center personnel, such as teacher assistants. The work is performed under the general supervision of the Center Site Supervisor and within guidelines established by federal and state agencies.

Job Responsibilities/Essential Job Functions include the following and other related duties as assigned.

- Know, understand, and follow HS Performance Standards, Wisconsin Daycare Licensing Regulations, and HSCFDC School Readiness outcomes and program policies;
- Know, understand, and implement the Classroom Assessment Scoring System;
- Know, understand, and follow best practices from Head Start and HSCFDC training;
- Know, understand, and follow USDA/CACFP training and regulations;
- Required to substitute in co-worker classrooms in the event of staff absences;
- Works directly with children, ages 1-5 years, supervising their individual and group learning, indoor and outdoor play activities, music and art, hygiene, and nutrition programs;
- Documents and reports instances of suspected and/or known child abuse as required by law;
- Implements Active Supervision in the classroom to ensure safe environments for all children;
- Take attendance daily when the children arrive and call within the first hour a child is absent from class with no prior notice from parent/guardian. Enter attendance into Child Plus and maintain a file with all attendance for the school year;
- Record meals at the point of service (at meal and snack times);
- Observe and document student work and progress daily into Teaching Strategies Gold;
- Daily assess student's health and appearance and document any concerns;
- Direct the work of the classroom general education and special education aides to ensure implementation of Creative Curriculum, program policies, classroom requirements, and schedules as deemed by the Lead Teacher and HSCFDC;
- Role model to children with age-appropriate behavior and offer guidance, assisting in resolving conflicts and instruction in age-appropriate behavior;
- Work collaboratively with co-workers, program managers, site supervisor, and program coordinator;
- Keep the emergency contact binder in the classroom and check approved adults before releasing a child;
- If required, attend staff meetings, training, workshops, conferences/home visits;
- If required, meet with families to discuss the child's development and progress; develop child and family goals;
- If required, plans, and facilitates Head Start Center Parent Orientation;
- If required, assess the educational and emotional development of each child and, in cooperation with parents;

