

Head Start Child & Family Development Centers, Inc

Job Description

Title: Teacher
Class: HS-4
Supervisor: Child & Family Services Manger
Office Location: To be Assigned

Revised: 8/2012

Job Summary:

The Head Start Teacher is responsible for planning, organizing and directing the daily educational and social activities of the preschool children enrolled in the Head Start Center. The work also requires direct contact with the parents to involve them in planning and cooperating with the Head Start program. The teacher directly supervises Head Start Center personnel such as teacher aide (s). The work is performed under the general supervision of the Child & Family Services Manager(s) and within guidelines established by federal and state agencies. Positions in this class differ from those in the other classes of teachers on the basis of the acceptable training and experience levels established as part of the teacher career development program of the agency.

Job Responsibilities:

- Assists families with referral to local agencies for special educational evaluations, preparation and participation in IEP Team meetings and assist in placement decisions;
- Refers families to local service agencies when additional services/support is needed;
- Required to complete at least two parent conferences and two home visits per year with each family;
- Plan and attend center monthly parent meetings;
- Completes developmental and social-emotional screenings on children within 45 days after enrollment;
- Ensures the availability of necessary developmental program materials;
- Meets with families to discuss child's development and progress; develops child and family goals;
- Documents and reports instances of suspected and/or known child abuse as required by law;
- Follows Head Start and USDA nutrition guidelines;
- Recruits required number of children for enrollment and obtains family income data;
- Plans and facilitates Head Start Center Parent Orientation;
- Works directly with children, ages 3-5 years, supervising their individual and group learning, indoor and outdoor play activities, field trips, music and art, hygiene and nutrition programs;
- Assesses educational and emotional development of each child and, in cooperation with parents;
- Designs an educationally comprehensive program to meet the individual needs of children enrolled;
- Plans each day's activities to fulfill the overall program requirements;
- Solicits and trains parent volunteers for the center;
- Completes monthly reports required by funding and licensing authorities;
- Supervises and evaluates performance of teacher aide;
- Assess daily classroom and transportation schedules;
- Attends staff meetings, in-service training, etc;
- Maintains center cleanliness and order;
- Assures compliance with state and federal codes;
- Maintains good relationships with other community agencies and partners; and
- Other duties as required.

Supervisory Functions: Supervises the Teacher Aide

Qualifications:

* *By October 1, 2011 each Head Start classroom in center-based programs staff must have a teacher who has at least one of the following:*

- *A baccalaureate of advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children or;*
 - *A baccalaureate degree in any field and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach For America's professional staff.*
- Hold a valid Teaching License from the Wisconsin Department of Public Instruction;
 - The State of Wisconsin's Division of Day Care Licensing requires that those who work more than 20 hours per week shall participate in at least 25 hours of continuing education each year. Those who work 20 hours or less per week shall participate in at least 15 hours of continuing education each year. Food service personnel shall document annual training of at least 4 hours in kitchen sanitation, food handling and nutrition. HSCFDC maintains procedures to ensure compliance with this policy.
 - After assuming the position, and when offered by the Agency, obtain the Head Start Social Services Credential;
 - Thorough knowledge of preschool child's mental, emotional and social development process;
 - Ability to work with preschool children as well as with parents;
 - Ability to plan and direct the work of others, and to secure their cooperation;
 - Demonstrated computer literacy in email and word processing applications;
 - Ability to prepare and maintain records and reports;
 - Ability to demonstrate creative problem solving skills, patience, good judgment, and resourcefulness in agency work;
 - Ability to pass criminal background check and health screening; and
 - Possess a valid driver's license and access to an insured motor vehicle; required to travel for home visit purposes.

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.