

CHILD SERVICES TEAM

JOB TITLE: Teacher

Working Hours: 8 hours per day Monday - Friday

Salary Range:

GENERAL DUTIES:

Under the supervision of the Center Director, the Teacher will be responsible for carrying out all classroom activities according to CSRA EOA, Inc. Policies and requirement of Head Start Performance Standard.

SPECIFIC DUTIES:

- 1 Organizes classroom space into functional interest areas that are recognizable by children.
- 2 Maintains clean and healthy indoor and outdoor learning environment.
- 3 Keeps classroom arranged in an orderly manner and materials readily accessible to the children.
- 4 Provides for constant supervision of children during all activities – indoor and outdoor.
- 5 Administers the LAP-D Screen to all enrollees within 45 days of enrollment.
6. Observes physical condition of children and make referrals to the Family Service Worker and conducts a follow-up within three (3) days.
7. Makes observations and assesses each child in each developmental area using the Creative Curriculum Developmental Assessment Tool.
8. Plans daily activities jointly with assistant teacher to reflect curriculum areas, individualized instruction, and integration of all service areas.
9. Conducts classroom activities according to the appropriate level of the child and in accordance with the daily schedule.
10. Provides a variety of art media and allows for creative expressions.
11. Displays children's work at eye level in the classroom, and hallway.
12. Provides for small group, large group and individual activities.
13. Presents activities or concepts in sequential order.

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14. Provides for a balanced program of teacher directed and child initiated activities.
15. Provides for a balance of active, quiet, indoor and outdoor activities.
16. Requests supplies and equipment through the Center Director.
17. Serves on the agency's multidisciplinary team.
18. Uses volunteers, available community resources and field trips for classroom enrichment.
19. Implements family style meal service.
20. Maintains an accurate record keeping system.
21. Completes Lesson Plans (group and individual), daily and weekly.
22. Prepares and submits progress reports and monthly reports.
23. Conducts and documents two (2) home visits.
24. Conducts and documents at least two parent-teacher conferences.
25. Establishes classroom rules with children that are appropriate for the age level and posts them in the classroom.
26. Maintains order using classroom management techniques.
27. Provides for smooth transition from one activity to another activity.
28. Gives input into the evaluation of the assistant teacher.
29. Recruits Head Start children.
30. Recruits volunteers and in-kind contributions.
31. Serve as substitute in the classroom when necessary.
32. Perform other duties as assigned.

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SUPERVISORY CONTROL

The Teacher is directly responsible to the Center Director. Center Director and Education Specialist are responsible for evaluation of the Teacher.

Teacher is responsible for supervision and evaluation of the Teacher Aide.

OTHER SIGNIFICANT FACTS:

1. Ability to communicate effectively orally and in writing.
2. Must have a valid driver's license, reliable transportation and clean MVR.
3. Current physical and health card.
4. Will be required to attend over night workshops, seminars and conference workshop.
5. Must be able to lift 50 pounds or more.
6. Must be able to hop, skip, jump, run after children, bend, stoop and sit on floor.
7. Required to do early morning duty.

QUALIFICATIONS:

1. Associates Degree required.
2. Bachelor of Science Degree in Early Childhood Education
3. Technical Certificate of Credit, from a Technical Institution with 18 hours of ECE Credits.