

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE: Teacher II/Acting Teacher II/Temp Teacher II
COMPONENT: Early Head Start/Head Start
SALARY RANGE: \$9.00-\$16.94/Hourly
CLASSIFICATION: Non-Exempt

DEFINITION AND PURPOSE:

Primary caregiver for four infant/toddlers. Work with all service areas and classroom staff/volunteers to ensure successful, nurturing experiences for infants and toddlers. Work with the parents to set goals for their child in the program, while recognizing the parents as the most important influence in the lives of their children. The classroom will exemplify the Head Start and Early Head Start goals for providing infants and toddlers with classroom experiences that will help them grow mentally, socially, emotionally and physically.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Teacher I, Lead Teacher/Center Supervisor, Supervisor of Early Head Start and EHS Education Coordinator
Supervises: Child Care Aide and Classroom Volunteers
Coordinates with: Other Center Staff, Central Staff and Contract Specialists

RESPONSIBILITIES:

- 1) Plans activities that meet the social, emotional, physical and educational needs of the children in the classroom.
 - a) Writes and submits lesson plans at least one week in advance to EHS Education Coordinator.
 - b) Schedules field trips and submits forms to EHS Education Coordinator, if applicable.
 - c) Plans and implements food experiences monthly.
 - d) Completes developmental screening tool on assigned children within 45 calendar days of child's date of entry.
 - e) Uses results of developmental screening tool to individualize educational programming for assigned children.
 - f) Schedules and makes tow home visits per child per year.

- g) Schedules and implements two in school parent/teacher conferences per child per year.
 - h) Prepares a flexible classroom schedule at the beginning of each operational year.
 - i) Reviews each child's progress daily.
 - j) Completes and informational form designed to share with the parent daily.
 - k) Supports and encourages all children to learn by observing them as they interact with the environment.
 - l) Coordinates all educational programming with the Teacher I.
- 2) Utilizes a team approach in classroom operations.
- a) Includes Teacher I and/or Child Care Aide in the development and implementation of flexible daily schedule bases on individual needs of infants and weekly lesson plans.
 - b) Assists in making assignments to foster grandparents/volunteers and documents those plans.
 - c) Includes staff from all service areas in all aspects of daily operation, as needed.
 - d) Communicates daily with Teacher I and Child Care Aide.
 - e) Takes over daily tasks in the classroom in the absence of the Teacher I.
- 3) Maintains a working knowledge of all head Start Performance Standards and Minimum Standards for Licensed Child Care Centers.
- a) Demonstrates developmentally appropriate practice throughout the center in all interactions with children based on the Head Start Performance Standards and licensing standards.
 - b) Assists in arranging and maintaining a classroom environment conducive to exploration and experiential learning with interest areas labeled, defined and accessible to children.
 - c) Assists in keeping equipment and materials safe, clean and in good condition at all times, both indoors and outdoors.
- 4) Works to continue education by attending classes, workshops, meetings and conferences which may require out of town travel, thus earning at least 21 points per program year as defined in the TAP Head Start/Early Head Start training plan.
- a) Develops professional development goals with EHS Education Coordinator, annually.
 - b) Participates in classes, workshops, meetings and conferences that move toward meeting professional development goals, as requested or assigned.
 - c) Attends center staff meetings monthly, or as needed.
 - d) Attends center child and family staffing, as scheduled.

- e) Attends planned in-service training, as assigned.
 - f) Attends service area committee meetings, as assigned.
- 5) Works with Lead Teacher to create an atmosphere in the center that is welcoming to parents and families.
- a) Encourages parent participation daily by providing parents with information about how they can be involved.
 - b) Greets parents daily and invites them to participate.
 - c) Attends parent meetings as assigned.
- 6) Works with all service area staff and parents to maintain a quality program.
- a) Works to help center meet monthly in-kind goals.
 - b) Informs Lead Teacher/Center Supervisor and submits written referrals on children to EHS Education Coordinator, as needed.
 - c) Calls Lead Teacher/Center Supervisor on hour prior to scheduled time when unable to report to work (tardiness, sickness, emergencies).
 - d) Works an hourly schedule as needed to provide center coverage.
 - e) Completes assigned duties as scheduled (meets deadlines).
 - f) Selects, with Teacher I, appropriate materials and supplies for the children.
 - g) Orders, with Teacher I, materials and supplies and submits to the Lead Teacher/Center Supervisor, as needed.
 - h) Works to incorporate IFSP goals in Child Planning Forms, whenever applicable.
 - i) Maintains and keeps up-to-date Education files, Portfolios, Individualizations, Observations and other paperwork as assigned.
- 7) Adheres to all policies/procedures as outlined in the TAP Head Start and Early Head Start Policies and Procedures Manual.
- 8) Administers first aid, CPR and medication.
- a) Maintains a current First Aid and CPR certification cards.
 - b) Maintains a current MAT certification.
- 9) Reports cases of suspected child abuse or neglect to Teacher/Lead Teacher/Center Supervisor/Education Coordinator and calls Child Protective Services immediately as stated in the TAP Head Start Policies and Procedures Manual.
- 10) Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start.
- 11) Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, write and communicate with staff, parents and children in an appropriate and professional manner.
- Thorough knowledge of best practices in the field of Early Childhood Education.

- Considerable knowledge of developmental characteristics of infants and toddlers.
- Ability to exhibit appropriate professional interactions with staff, parents and the community.

TRAINING, EDUCATION AND EXPERIENCE:

- Infant and Toddler Child Development Associate Credential (CDA) and/or the Virginia Early Childhood Certificate for Infants and Toddlers.
- BS/BA or AAS Degree with concentration in early childhood development or related field preferred.
- Two years classroom experience in working with infants and toddlers preferred.

SPECIAL REQUIREMENTS:

- Valid Virginia Operator's license and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Must be able to interact with children.
- CPR and First Aid certification and MAT certification, or be able to complete such certification within 6 months of employment.
- Must be available to work any eight (8) hours shift during center operational hours of 6:30 a.m. and 6:00 p.m.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force to move objects.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – environmental conditions; protection from weather conditions but not necessarily from temperature changes.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources"
in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply