

# Total Action tap For Progress into hope

## **JOB DESCRIPTION**

**JOB TITLE:** Teacher/Acting Teacher

**COMPONENT:** Head Start/Early Head Start

**SALARY:** \$12.69 - \$21.81/Hourly

**CLASSIFICATION:** Non-Exempt

### **DEFINITION AND PURPOSE:**

Responsible for the supervision of classroom staff in their classroom. This person assists the Lead Teacher in ensuring that the center operates in a way that exemplifies the head Start goals of providing children with educational experiences that help them growing mentally, socially, emotionally, and physically. The teacher will work with all service area and classroom staff to ensure successful, nurturing experiences for children in the child development centers, while recognizing the parents as the most important influences in the lives of their children.

### **ORGANIZATIONAL RELATIONSHIPS:**

Supervised by: Lead Teacher or Center Supervisor,

Supervises: Teacher Assistant, Child Care Aide, Classroom Substitutes

Coordinates with: Center and Administrative staff, Community Specialists, Classroom Volunteers

### **RESPONSIBILITIES:**

- Plans activities that meet the social, emotional, physical, and educational needs of the children in the classroom.
  - Writes and posts lesson plans at least two weeks in advance with input from the Teacher Assistant's Planning form.
  - Must incorporate IEP goals in lesson plans as required.
  - Schedules field trips and submits forms.
  - Plans and implements at least two food experiences, monthly.
  - Completes developmental screening tool on each child within 45 days of child's date of entry.
  - Uses results of developmental screening tool to individualize educational programming for each child and provides learning aides as needed.
  - Completes and maintains ongoing assessment, education files and portfolios for each child.
  - Schedules and makes two home visits per child per year.

- Schedules and implements two in school parent/teacher conferences per child per year.
- Prepares a flexible classroom schedule at the beginning of each operational year.
- Reviews each child's progress weekly.
- Must enter children's observation and individualizations into online Teaching Strategies GOLD (TSG) database in a timely manner.
- Distributes and collects parent communication notes.
- Must complete all children driven data for outcomes in a timely manner.
- Review and sign off on staff leave request with in the policy and procedure guidelines and secure classroom substitute.
- Maintains responsibility for center operations
  - Serves as team leader in classroom operations, working closely with classroom assistants and volunteers to create an atmosphere of cooperation and collaboration.
  - Acts as the day to day manager for center operations
  - Schedules center responsibilities for staff to ensure daily operation, as needed.
  - Reviews and approves petty cash expenditures, monthly and submits receipts to accounts tech.
  - Sees that all equipment is secured in a safe place daily, and completes daily checklist.
  - Receives and issues paychecks bi-weekly.
  - Receives and posts correspondence for staff/parent information, as needed.
  - Reviews and files records of time worked by staff, volunteers, and community specialist daily.
  - Maintains inventory of supplies, equipment and petty cash, as received.
  - Compiles and submits order form to immediate supervisor for classroom supplies.
  - Conducts a written yearly inventory of all center materials, supplies and equipment to be submitted to Education Coordinator.
  - Works toward meeting in-kind goal with center team, as assigned. Completes and submits in-kind reports, monthly.
  - Participates in annual performance appraisals and maintains records/documentation pertaining to center staff (i.e. corrective counseling, staff to staff notes)
  - Ensures that playground checklist is completed daily.
  - Continually maintain and addresses center safety issues.
  - Schedule and conduct center staff meetings monthly or as needed, maintaining a record of each meeting; disseminates information from Lead Teachers meetings, and trains center staff on all material received.
  - Completes and submits all required paperwork and reports in a timely manner.
  - Makes recommendations for disciplinary action to immediate supervisor, as needed. Must complete verbal and written coaching form on staff needing improvement.
  - Ensures that staff is held accountable for following policies and procedures.
  - Communicates with center staff respectfully and effectively.

- Maintains a working knowledge of all Head Start Performance Standards, Policies, and Licensing Regulations.
  - Based on Head Start performance standards and Head Start Early Learning Outcomes Framework: Ages Birth to Five, demonstrates developmentally appropriate practice throughout the center in all interactions with children.
  - Meets with licensing agent upon request, and submits licensing reports to appropriate supervisor.
  - Follows requests made by agent, listed on licensing report.
  - Maintains Standards of NAEYC Accreditation, if center is accredited or works toward Accreditation if not accredited.
  - Arranges and maintains a classroom environment conducive to exploration and experimental learning with interest areas labeled, defined and accessible to children.
  - Keeps equipment and materials safe, clean, and in good condition at all times, both indoors and outdoors.
  - Calls supervisor one hour prior to center opening when unable to report to work (tardiness, sickness, emergencies)
  - Ensures Health Notebooks, Medications, and First Aid backpacks are checked monthly at Center Staff meetings.
- Works to continue education by attending classes, meetings, workshops, and conferences related to Head Start and early childhood education, earning at least 21 training hours per program year as defined in the TAP Head Start training plan.
  - Attends monthly lead teacher's meeting and others as requested.
  - Develops professional development goals with supervisor, annually
  - Participates in classes, workshops, meetings and conferences that move toward meeting professional development goals, as requested or assigned.
  - Attends planned in-service training, as needed.
  - Continues education toward the goal of completing a BA or BS degree if applicable
  - Seeks additional education through workshops and training sessions outside the agency and seeks out resources to continually improve skills in the classroom.
- Assists the Supervisory Staff in creating an atmosphere in the center that is welcoming to parents and families.
  - Encourages parent participation daily by providing parents with information about how they can be involved.
  - Assists in providing a parent reception area.
  - Greets parents daily and invites them to participate.
  - Attends parent meetings as assigned.
- Works with all service area staff and parents and community partners to maintain a quality program.
  - Assists Supervisory Staff with ensuring coverage in all classrooms to be in compliance with Minimum Standards for Licensed Child Care Programs in Virginia and Head Start Performance Standards.
  - Selects age appropriate materials and supplies for the children.

- Support parents/child in the IFSP/IEP process by submitting required paperwork and attending meetings.
- Creates and implements activities as needed for individual children.
- Willing to receive other certification required by TAP Head Start.
- Reports cases of suspected child abuse or neglect to supervisor and calls Child Protective Services immediately.
- Follows all policies and procedures in TAP Head Start Policies and Procedures Manual.
- Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start.
- Performs other duties as assigned and required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of best practices in the field of Early Childhood Education.
- Considerable knowledge of developmental characteristics and needs of preschool children.
- Some knowledge of appropriate activities and interactions with preschool children.
- Ability to learn, understand and follow policies and procedures outlined in the TAP Head Start Policies and Procedures Manual and other written and oral directions from program staff and supervisors.
- Ability to read, write and communicate with staff, parents, and children in an appropriate and professional manner.
- Some knowledge of supervisory and motivational techniques for adults.
- Exhibits appropriate professional interactions with staff, parents, and the community.

**TRAINING, EDUCATION AND EXPERIENCE:**

- AA degree with concentration in early childhood education or child development.
- BS with concentration in early childhood education or child development OR
- BS in related field, with at least 18 credit hours of early childhood or child development courses OR
- BS in related field with a CDA
- Must have two years classroom experience in working with preschool children
- Obtain/maintain a current First Aid, CPR and MAT certification within 6 months of employment

**SPECIAL REQUIREMENTS:**

- Must have a 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 available to work any eight (8) hours shift during center operational hours of 6:30 a.m. – 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 constantly to move objects.
- Visual acuity requirements – must be able to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities or structures.
- Conditions worker subject to in this position – worker is not substantially exposed to adverse environmental conditions.

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*