

# TOTAL ACTION AGAINST POVERTY JOB DESCRIPTION

**JOB TITLE:** Teacher  
**COMPONENT:** Head Start  
**PROGRAM ACCT. NO:** 279  
**SALARY RANGE NO:**  
**CLASSIFICATION:** Exempt

## GENERAL DESCRIPTION:

The Head Start Teacher is responsible for implementing the curriculum, and for completing developmental screening and ongoing assessment of each child's development. The teacher serves as the leader of the classroom team and works with all service area and classroom staff to ensure successful, nurturing experiences for children in the child development centers. The teacher also works with parents to help set educational goals for their children in the Head Start program.

## ORGANIZATIONAL RELATIONSHIP

Supervised by: Lead Teacher, Center Supervisor  
Education Coordinator  
Rockbridge Area Coordinator

Supervises: Teacher Assistant, Child Care Aide, and Classroom Substitutes

Coordinates with: Other Center/Site Staff  
Central Staff  
Community Specialists  
Classroom Volunteers

## RESPONSIBILITIES AND/OR SPECIFIC DUTIES

- 1) Plans activities that meet the social, emotional, physical, and educational needs of the children in the classroom
  - a) Writes and post lesson plans at least two weeks in advance with input from the Teacher Assistant's Planning form
  - b) Must incorporate IEP goals in lesson plans as required
  - c) Schedules field trips and submits forms
  - d) Plans and implements at least two food experiences, monthly
  - e) Completes developmental screening tool on each child within 45 days of child's date of entry
  - f) Uses results of developmental screening tool to individualize educational programming for each child and provides learning aides as needed
  - g) Completes and maintains ongoing assessment, education files and portfolios for each child.
  - h) Schedules and makes two home visits per child per year
  - i) Schedules and implements two in school parent/teacher conferences per child per year
  - j) Prepares a flexible classroom schedule at the beginning of each operational year
  - k) Reviews each child's progress weekly
  - l) Distributes and collects parent communication notes

1. **Serves as team leader in classroom operations, working closely with classroom assistants and volunteers to create an atmosphere of cooperation and collaboration.**
  - a) Includes teacher assistant in the development and implementation of weekly lesson plans
  - b) Makes assignments to foster grandparents and volunteers and documents in daily lesson plans
  
2. **Maintains a working knowledge of all Head Start Performance Standards, Policies and Licensing Regulations**
  - a) Based on Head Start performance standards, demonstrates developmentally appropriate practice throughout the center in all interactions with children
  - b) Meets with licensing agent upon request
  - c) Submits licensing reports to appropriate supervisor
  - d) Follows requests made by agent, listed on licensing report
  - e) Maintains Standards of NAEYC Accreditation, if center is accredited or works toward Accreditation if not accredited
  - f) Arranges and maintains a classroom environment conducive to exploration and experiential learning with interest areas labeled, defined, and accessible to children
  - g) Keeps equipment and materials safe, clean, and in good condition at all times, both indoors and outdoors
  - h) Calls supervisor one hour prior to center opening when unable to report to work (tardiness, sickness, emergencies)
  
3. **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.**
  - a) Attends meetings as requested by Supervisor
  - b) Develops professional development goals with supervisor, annually
  - c) Participates in classes, workshops, meetings, and conferences that move toward meeting professional development goals, as requested or assigned.
  - d) Attends center staff meetings monthly, or as needed
  - e) Provides transportation to parents to attend service area committee meetings, upon request
  - f) Attends planned in-service training, as assigned
  - g) Attends service area committee meetings as assigned
  - h) Continues education toward the goal of completing a BA or BS degree if applicable
  - i) Seeks additional education through workshops and training sessions outside the agency and seeks out resources to continually improve skills in the classroom.
  
4. **Assists the Supervisory Staff in creating 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) Assists in providing a parent reception area
  - c) Greets parents daily and invites them to participate
  - d) Attends parent meetings as assigned
  
5. **Works with all service area staff and parents to maintain a quality program**
  - a) Works to help center meet monthly in-kind goal
  - b) 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.
  - c) Selects age appropriate materials and supplies for the children

- d) Submit classroom supply order form to the supervisory staff as requested
  - e) Creates and implements activities as needed for individual children
7. **Obtain/Maintain a current First Aid and CPR certification card within 6 months of employment.**
  8. **Willing to receive other certification required by TAP Head Start.**
  9. **Reports cases of suspected child abuse or neglect to supervisor and calls Child Protective Services immediately**
  10. **Follows all policies and procedures in TAP Head Start Policies and Procedures Manual.**
  11. **Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start.**
  12. **Performs all other job related tasks upon request**

### **QUALIFICATIONS**

- **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**

### **SKILLS, KNOWLEDGE 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**
- **Ability to move about freely and lift at least 40 lbs.**
- **Must be able to squat, bend, and interact with children.**
- **Exhibits appropriate professional interactions with staff, parents, and the community.**

### **SPECIAL REQUIREMENTS**

**Must possess a valid VA operator's license and daily access to an automobile.**

**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 alien workers**

Revised 1/1/12