

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE:	Teacher I/Acting Teacher I
COMPONENT:	Early Head Start/Head Start
SALARY:	\$12.69 - \$21.43/Hourly
CLASSIFICATION:	Non-Exempt

DEFINITION AND PURPOSE:

The Early Head Start Teacher I is the leader of the classroom team and is the primary caregiver for four infant/toddlers. The Teacher I works with all service areas and classroom staff/volunteers to ensure successful, nurturing experiences for infants and toddlers. The Teacher I also works with the parent 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 RELATIONSHIP

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

RESPONSIBILITIES:

- 1. Plans and implements activities that meet the social, emotional, physical, and educational needs of the children in the classroom.**
 - a) Writes and submits lesson plans on-line at least one week in advance to EHS Education Coordinator.
 - b) Completes developmental screening tool and health screenings on assigned children within 45 calendar days of child's date of entry. This includes hearing, vision, and dental screenings in addition to the Brigance.
 - c) Uses results of developmental screening tool to individualize educational programming for assigned children.
 - d) Plans, implements and documents individualization weekly.
 - e) Incorporate IFSP goals as part of the child weekly individualization, whenever applicable.
 - f) Submits alerts to EHS Education Coordinator and participates in meetings to complete written referrals and/or individualized service plans on children, as needed.
 - g) Reviews and analyzes individualizations/observations to complete the ongoing assessment of the child at each designated checkpoint.
 - 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 daily.
- l) Completes an informational form (Daily Report) designed to share with the parent daily.
- m) Supports and encourages all children to learn by observing them as they interact with the environment.
- n) Schedules field trips and submits forms to EHS Education Coordinator, if applicable.
- o) Plans and implements food experiences monthly.
- p) Maintains and keeps up-to-date Education Files/Portfolios, Individualizations, Observations and other paperwork as assigned.
- q) Implements family style meals in the classroom. This includes interacting with the children and modeling appropriate meal time skills.
- r) Demonstrates developmentally appropriate practices throughout the center in all interactions with children.

2. Utilizes a team approach in classroom operations

- a) Communicate daily with Teacher II and Child Care Aide.
- b) Coordinates all educational programming with the Teacher II.
- c) Assigns Teacher II to be the primary caregiver to four children to support consistent care giving.
- d) Includes Teacher II and/or Child Care Aide in the development and implementation of flexible daily schedule based on individual needs of the children.
- e) Works with the Teacher II to complete and implement weekly lesson plans.
- f) Delegates assignments to the Teacher II, Child Care Aide, Classroom Substitutes, and volunteers.
- g) Includes staff from all service areas in all aspects of daily operation, as needed.
- h) Ensures that all policies and procedures are followed in the classroom, on the playground, or during field trips or special events.

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, licensing standards and Infant/Toddler CLASS.
- b) Arranges and maintains a safe classroom environment conducive to exploration and experiential learning with interest areas labeled, defined, and accessible to children
- c) Creates and maintains an environment that meets all the Infant/Toddler Environmental Rating Scale (ITERS) and/or Early Childhood Environmental Rating scale (ECERS) requirements.
- d) Keeps equipment and materials safe, clean, and in good condition at all times, both indoors and outdoors.
- e) Follows the NAEYC Code of Ethical Conduct regarding appropriate interactions with staff and parents, including taking concerns to appropriate sources, refraining from gossiping or inappropriate interactions with colleagues and parents, and exhibiting professional behavior at all times.

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/Center Supervisor 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) Encourage parents to submit in-kind.

- c) Greets parents daily and invites them to participate.
 - d) 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) Calls Lead Teacher/Center Supervisor one hour prior to scheduled time when unable to report to work (tardiness, sickness, emergencies).
 - c) Works an hourly schedule as needed to provide center coverage.
 - d) Completes assigned duties as scheduled (meets deadlines).
 - e) Selects and requests with the Teacher II appropriate materials and supplies for the children.
 - 7. Adheres to all policies/procedures as outlined in the TAP Head Start & 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 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 all other job related tasks upon request and as deemed necessary by Supervisor.**

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.
- Demonstrates ability to exhibit appropriate professional interactions with staff, parents, and the community.
- Must be able to Interact with children.

TRAINING, EDUCATION AND EXPERIENCE:

- A current Infant and Toddler Child Development Associate Credential (CDA).
- Once CDA has been obtained, take classes to work toward BS/BA or AAS Degree with concentration in early childhood development or related field.
- 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

- Must possess a valid VA operator's license and have daily access to reliable transportation.
- Must have CPR and First Aid certification and MAT certification, or be able to complete such certification within 6 months of employment.
- 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 6:30AM and 6:00PM.
- 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