

Job Title: Teacher (0-3)

Reports To: Assistant Classroom Staff Supervisor / Center Director

Supervise: none

Status: Contract, non-exempt or Head Start hourly

Job Summary

Provide a positive, safe and supervised educational setting that promotes the social, emotional, physical and cognitive development of children enrolled in Early Head Start. Develop, plan and implement individual goals for children; provide on-going assessment on progress; and facilitate transition into Head Start or other pre-K classroom settings.

Promote the involvement of the families of children in all aspects of the program and support the development of relationships between children and their families while supporting parents in their role as primary caretakers and educators of their children.

Duties and Responsibilities

1. Establish and maintain a safe, healthy learning environment and provide for children's feeling of security away from home. Adhere to Head Start Performance Standards and Arkansas Minimum Licensing Requirements for Child Care Centers, and agency policies and procedures.
2. Supervise and monitor children at all times.
3. Follow consistent routines, which include feeding, diapering and toileting, napping, planned small and large group experiences, choice time, activities such as music and movement, large and small motor activities, and effective transitions between activities.
4. Respond to crisis or emergency situations that may occur. Provide first aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.
5. Meet the needs of all children; including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse.
6. Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom.
7. Develop individual development plans that are developmentally appropriate to meet the child's interests and developmental needs, incorporating mandated elements, parental and cultural influences, and promote the social, emotional, physical and cognitive development of the child.

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8. Encourage experimentation, exploration, problem solving, cooperation, socialization and choice-making.
9. Provide the necessary interaction and environment that facilitates maximum child development and involvement.
10. Work with appropriate agencies in developing specialized planning for children/families in need.
11. Coordinate special needs staff in the classroom and develop a collaborative approach that benefits all children in the classroom and meets needs as specified on individual plans.
12. Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
13. Document baselines, ongoing assessments, attendance, classroom issues, parent contact and home visits in appropriate database, as directed.
14. Communicate regularly with parents, regarding each child's progress.
15. Responsible for Parent Involvement Services in the center; plan and conduct regular parent meeting with team members.
16. Assist parents in any way to benefit and reinforce their work as prime educator of their children. Provide an atmosphere that promotes and reinforces parental involvement. Model appropriate behavior and positive guidance techniques.
17. Conduct the required parent/teacher conferences and home visits for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and home.
18. Mandated reporter of suspected cases of Child Abuse and Neglect
19. Assist with food service and other classroom needs as requested
20. Attend meetings, trainings and appropriated professional development activities
21. Assure general maintenance and security of facility and assist with inventory of equipment and supplies
22. Assist with generating in-kind.
23. Perform other duties as assigned

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Educational Qualifications

CDA, Associate, Baccalaureate or advanced degree in early childhood education or development required. Experience teaching in an early childhood setting working with infants and toddlers preferred.

Other Qualifications/Knowledge, Skills and Abilities

Experience working with low income families beneficial. Supervisory experience helpful. Good communication skills required. Intermediate level computer skills, internet and e-mail required. Must have a valid driver's license, occasional driving to training and home visits. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to supervise infants and toddlers and ensure a safe environment including the ability to monitor and respond to events going on at all times in the classroom and outdoor play areas. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others in the environment. Must be able to perform duties in an active environment with changes in climate and noise level.

Physical Demands

Ability to lift up to 50# with frequent kneeling, crawling, stooping, bending, and sitting on the floor to attend to children's needs.

Frequent lifting and moving of classroom furniture and materials, frequent standing, walking, sitting on small furniture.

Sits with children during family style meal times and eats the same "Head Start" lunch as the children, providing a model for good nutritional habits and table manners.

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics