

Teacher

Summary:

The Teacher is Responsible for providing guidance in the establishment, maintenance, and management of classroom activities and providing those services necessary to meet the requirements of the Head Start Performance Standards.

Responsibilities:

- Teaches preschool children in accordance with developmentally appropriate practices, approved ethics and local, state and national regulations.
- Maintains order by using positive approaches to behavioral management.
- Responsible for the supervision of Teacher Aide/Bus Driver in the daily activities involving the children.
- Responsible for conducting annual performance appraisals of Teacher Aide/Bus Driver.
- Develops and implements individual and group educational plans to meet the needs of the children.
- Plan and arrange learning environment that is responsive to each child through the provision of a variety of developmentally appropriate practices and experiences.
- Arranges conferences and home visits with parents of children enrolled in the program and ensures at least two home visits and two parent-teacher conferences are conducted every year.
- Maintains accurate and completed records on each child enrolled in the program.
- Works with parents of the Head Start children to get them more involved in the Head Start Program, and makes home visits to such families at least twice during each year to share information on the child's growth and development.
- Recruits volunteers and in-kind contributions.
- Organizes the classroom environment into age appropriate learning areas.
- Complete weekly lesson plans 2 weeks prior to the implementation of the actual activities and lessons.
- Integrates Health, Nutrition, and Mental Health education activities into the daily lesson plans and classroom activities.
- Maintains a clean, safe and healthy learning environment both indoors and outdoors.
- Conducts child developmental screenings and required assessments to each child in the program's required time frames.
- Makes observations on an on-going basis and documents children's progress. Refers children with suspected delay to Disabilities Coordinator.
- Maintains a confidential file on each child, which contains emergency contact information, education, health, nutrition, mental health, disability and parent contact information.

Qualifications:

Educational Requirements:

An Associate's Degree in Early Childhood Education, Childhood Development Associate or higher is required.

Experience Requirements:

Two years of experience in education or programs for preschool children is required. Must have working knowledge of individual and group behavioral activities and early childhood development education program design, materials development and classroom presentation techniques. The ability to understand and interpret the needs of disadvantaged children and their families. Must implement plans to benefit children and their families.