

EARLY HEAD START CENTER TEACHER

CLASSIFICATION:	Regular Full Time/240 days/Non-Exempted
COST ALLOCATION:	100% Early Head Start This position will devote 1.5 hours per day towards CACFP related duties.
SUPERVISOR:	Child Development Services Coordinator
TEAM MEMBER:	Co-Teacher, Floater, Food Service Provider/Substitutes
POSITIONS SUPERVISED:	None.
FISCAL RESPONSIBILITIES:	None.
POSITION QUALIFICATIONS:	Education: Baccalaureate Degree in Early Childhood Education or A.A. in Early Childhood Development or a Child Development Credential (CDA) or Virginia Infant/Toddler Certification
GENERAL REQUIREMENTS:	Must be at least 18 years of age; must have a valid driver's license, insurance, and access to automobile for use on the job; willing to drive program vehicle; provide employee physical form indicating ability to perform job functions; submit to a criminal record check; provide documentation of TB/skin test/x-ray results; and must keep CPR/First Aid/MAT certification current.
PHYSICAL DEMANDS:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

SALARY RANGE:

See current approved salary scale

MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES**A. General**

- Responsible for functioning as a teacher for the overall operation of the center.
- Responsible for ensuring the center is in compliance with Virginia State Child Care Minimum Regulations, Head Start Performance Standards, and program policies and procedures.
- Serves as an advocate for early childhood by demonstrating and utilizing developmentally appropriate practices and procedures in the center.
- Maintain confidentiality of all records and information regarding staff and families enrolled in the program.

B. Planning

- Build trusting relationships that promote secure attachment with infants and toddlers.
- Assume responsibility as the primary caregiver for up to four infants and toddlers and as secondary caregiver for the other up to four children in the classroom.
- Use space, materials, and routine as resources to encourage active exploration and physical, cognitive, and social/emotional development.
- Keep materials sanitized, in good repair, and stored in a safe, orderly fashion.
- Implement a flexible daily schedule based on routine care and the developmental needs of each child.
- Maintain individualized feeding schedules and monitor daily nutritional intakes
- Establish and maintain daily health routines with children, including diapering and toileting, tooth brushing, and hand washing.
- Utilize a team approach in the center by writing lesson plans with co-teacher, parents, and volunteers in the center and posting the plan for all to see and follow.
- Utilize a team approach to planning, establishing rules, and policies in the center that are necessary for the individual center to operate during the program year.
- Arrange the room into various learning centers that promote exploration, creativity, problem solving, and social interaction among children and adults.
- Plan monthly calendar of events, which involves parents, volunteers, and community persons in the center as resources.
- Plan field trips and parent activities that promote early childhood and the value of the family.
- Maintain center files in a locked cabinet and ensure that procedures are in place to provide confidentiality of family records.
- Maintain and display all required documents as specified in various policies and regulations in the program.

- Plan supply and material purchases by submitting a supply request and maintaining a center inventory of supplies/materials on hand for reference of need.

C. Implementation

- Ensures at least two home visits per child and two parent-teacher conferences have been conducted.
- Serve as center leader and make day-to-day operating decisions in the center to ensure safety and development of the children in the center.
- Complete ASQ 3 and ASQ SE-2 with each child within 45 days of enrollment.
- Refer children and families for special needs, social services, nutrition, family services, health, adult education, and other family needs to appropriate staff, resources, and community agencies.
- Assist in implementing children's I.F.S.P (Individual Family Support Plan).
- Establish a center communication system with staff, parents, volunteers, school, and community.
- Be present when first child arrives until last child departs.
- Maintain a child: adult ratio of two staff with children at all times.
- Supervise children during center times, playground, lunchroom, field trips, bus trips, and on school campus.
- Perform center routine maintenance such as but not limited to vacuuming, mopping, taking out trash, laundering sheets/covers, and daily clean-up of the room.
- Ensure meal times provide a range of opportunities that support the development and socialization of children (i.e. involving children in food preparation, serving meals in a pleasant well-lit area, serving family-style meals at breakfast, lunch, and snack).
- Attend to child's physical needs such as but not limited to assisting with toileting skills and illness/accidents while children are in their care.
- Accompany children and families on field trips.
- Promote children's physical development by actively participating and providing daily activities such as music, movement, and exercise.
- Share information with parents on child's growth and development during the program year through home visits, conferences, etc.
- Give parents ideas on activities that can be done at home to promote learning.
- Maintain a parent information corner to share information with families by displaying brochures, pamphlets, and other resources for families.
- Facilitate and promote parent participation through monthly parent meetings.
- Document all family contacts in writing and place in child's file.
- Involve children in hands on learning experiences and keep all activities age appropriate.
- Observe and complete COR advantage at least four times per year on each child.
- Ensure and maintain a portfolio assessment on all children and keep it current for the transition of the child out of the program.

D. Component Coordination

- Communicate regularly with Child Development Services Coordinator about center activities, plans, events, and concerns.
- Refer children with possible special needs to Child Development Services Coordinator for follow-up and possible further evaluation.
- Promote good nutrition, health, and safety practices at the center, on field trips, and other functions.
- Record and report all child injuries, illnesses, or incidents on forms and document any condition upon the child's arrival and participation in program events and activities.

E. Professional Development

- Participate in all Pre-Service, In-Service, staff meetings, training, and professional development activities provided by the program.
- Participate in conducting self-assessment or evaluation of professional development with supervisor each year.

F. Employee Conduct

- Employee will be relied upon to accept responsibility for and complete job assignments in a timely manner.
- Employee will function as a team member by working cooperatively with other staff.
- Employee is to follow agency rules, regulations, and policies to seek clarification from supervisor when in need of assistance.
- Employee will observe scheduled work time and report absences as required. Employee is responsible for scheduling their own substitute when absent.