JOB DESCRIPTION

STATUS: OPEN

POSITION: TEACHER

JOB SUMMARY: This is a full-time position, which requires eight (8) hours work per day, five (5) days per week, nine (9) months per year. Work involves the responsibility for developing and implementing a Head Start educational setting for pre-school children as outlined in the guidelines provided by the Head Start performance standards. Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences. The teacher is responsible for direct supervision and evaluation of the teacher aide and any volunteer in the classroom.

DUTIES AND RESPONSIBILITIES:

- Must have a daily lesson plan for student activities.
- Responsible for building an understanding of language and language use in an atmosphere that encourages easy communication between children and adults; such as, providing games, songs, stories, etc., which should offer new and interesting vocabulary.
- Responsible for encouraging ethnic pride in children, such as, using material reflecting gender diversity, dolls, books, records, posters, pictures, simple foods, clothing, etc.
- Responsible for ensuring that a child recognize his/her name, both by sound and sight, such as, displaying art-work with the name on it, etc.
- Responsible for enhancing children’s understanding of themselves as individuals and in relation to others by providing individual and group projects and games.
- Develop promotion of physical growth by providing adequate indoor and outdoor activities for children.
- Responsible for helping the children recognize letters and numbers, according to the individual level of the child, through writing, songs, games, stories, etc.
- Responsible for providing physical activities for children to help in the development of their fine and gross motor skills, such activities as: climbing.
apparatus, using scissors, puzzles, small blocks, musical instruments, dancing, coloring, drawing, etc.

- Responsible for teaching children cultural activities such as: art in painting, coloring, pasting, drawing, etc; dramatic plays-in dress-up, housekeeping, different occupations, etc; creative movements – such as records, musical instruments; activity plays – such as climbing, balancing, jumping, etc.; nutrition – such as groceries, gardening, etc.

- Responsible for teaching children safety and health activities, such as hand-washing, tooth-brushing, grooming, hospital play, fire safety, drug awareness, etc.

- Assures that there are two adults in the classroom at all times.

- Supervises the teacher aide and all classroom volunteers and utilizes disciplinary measures appropriately as defined in the Personnel Policies and Procedures.

- Visit each child’s home a minimum of twice (2) per year to meet with parents or guardians and to become familiar with the child’s home environment.

- Safeguard all classroom supplies and equipment, and accounts for misused, damaged or missing supplies or equipment. Prepare an annual inventory of all classroom supplies and equipment.

- Attends all appropriate training opportunities provided and all staff meetings.

- Performs other tasks as needed.

QUALIFICATIONS:

1. Baccalaureate or advanced degree in Early Childhood Education
   or
   Baccalaureate or Advanced degree and course work equivalent to a major relating to Early Childhood Education, with experience teaching preschool age children.

2. An Associate Degree in Early Childhood Education.

SALARY:

- Baccalaureate Degree: $16.04
- Associate Degree: $12.88