

INCA Community Services



Job Description

Title:	Teacher 4-year-old classroom	Reports to:	Area Supervisor
Program:	Head Start	Status:	Non-Exempt/Full Benefits/ 40 hours a week/ Some flexibility in schedule/10 month
Approved:	April 2016	Wage:	(see Salary Scale)

Job Summary:

The Teacher is responsible for providing meaningful education to children from low-income households. They strive to facilitate learning to all children and prepare them for later schooling. Plan activities and assure that classrooms are in compliance with requirements. To provide pre-school children with age appropriate learning experiences according to their individual abilities. Encourages and assists parents in becoming involved in their children's education.

This position has a recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

01. Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices;
02. Guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom and playground;
03. Plan and implement learning experiences that promote all developmental areas, including improving the readiness of children for school by developing their literacy and phonemic, print, numeric awareness, and language-including English as a second language if applicable;
04. Cooperate with other staff and managers to maintain the smooth functioning of the classroom, which at times may require changes to meet the needs of the children;
05. Ensures the required documentation is completed and complies with the standards set by the Head Start program;
06. Creates and maintains relationships with every child and family and their needs;
07. Assessing, developing and implementing individual educational program for each child;
08. Support children's I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan) seeking clarification for any aspects that are not well understood;
09. Responsible for the completion, submission and maintenance of all necessary Head Start forms and records in a timely and accurate fashion, e.g., Attendance, Lesson Plans, Observation Records, Individual Education Plan, Monthly Reports, Safety Checks, Time Sheets, Meal Plans, Fire/Tornado drills and other required documents.

10. Must maintain 85% center attendance at all time. Report reasons for non-compliance.
11. Make at least two (2) home visits per child during the program year. Conduct two (2) parent/teacher conferences in the center and share child's progress with the parents.
12. Use home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations;
13. Plan with management team for the daily services for children with special needs.
14. Responsibility for recruitment of children, when vacancy occurs and maintaining a center waiting list. Prompt reporting of drops and excessive absences.
15. Responsible for training of classroom volunteers and classroom staff to use and develop their skills and abilities in planning and carrying out classroom activities to ensure continuity of program. Each teacher will promote and encourage (be accountable for) volunteer services from each child's parent.
16. Performs duties required for maintaining licensing requirements in the classroom and on the playground – as a safety requirement, adhere to all rules and regulations pertinent to ensure safety of children and staff.
17. Maintain a safe and healthy classroom and playground environment. Conduct a daily health and environment check to assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored.
18. Distribute newsletters, flyers, and other information to families as instructed by the supervisor;
19. Actively participates in transition activities;
20. Responsible for conducting community target needs assessment in area served by your classroom.
21. Eat with and assist children in development of social and self-help skills, and sound nutritional practice.

General Duties:

01. Attend work punctually and regularly to provide consistency of service;
02. Responsible for reporting to supervisor reason for absence or tardiness;
03. Secure substitutes and volunteers to meet staff ratio;
04. Must have flexible schedule to work at least one evening each month and participate in parent meetings;
05. Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance;
06. Follow Agency personnel policies as established by Board;
07. At all times maintain professional attitude and respect for parents, children and staff.
08. Ensure confidentiality of all records and information;
09. Demonstrate commitment to mission, values, and policies in the performance of daily routines;
10. Perform other program-related assignments as designated;
11. Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Area Supervisor and direction of Head Start Management. Accountable to the Head Start Director, Executive Director, Board of Directors and Policy Council.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Knowledge and ability to initiate and implement developmentally appropriate individualization process for each student;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret and implement program guidelines efficiently and effectively;
- Proficient computer skills and knowledge of the internet, e-mail, and web sites.
- Deal tactfully and courteously with the public, parents and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;

• Handles confidential work with tact and discretion;			
Qualifications:			
Education:			
• Bachelor's Degree with Endorsement in Early Childhood Education; • A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children. • Current Oklahoma State Teaching Certificate. • Annually must meet Department of Human Service (DHS) training requirements			
Experience:			
• Preference given to experience teaching Pre-K; • Proficient computer skills and knowledge of the internet, e-mail, and web sites required.			
General:			
• Valid Oklahoma driver's license • Reliable transportation with liability insurance, • Character references • Must pass: ○ Physical, ○ Pre-employment drug testing ○ Criminal Background check including: ✓ NSOPW (national sex offender) ✓ Child Care Restricted Registry (Joshua's List) ✓ FBI fingerprint-based criminal history as required of the ODHS			
Physical Requirements: Employee must be able to:			
<i>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.</i>			
• Show proof of or obtain Hep A (2), Hep B (3) and any booster immunizations; • Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height; • See and read a computer terminal and printed matter with or without vision aids; • Hear and understand speech at normal levels and on the telephone with or without hearing aids; • Speak so that others may understand at normal levels and on the telephone; • Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone; • Operate a motor vehicle; • Working with both hands and arms; • Grasping; • Work in a busy, noisy and sometime stressful environment.			
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Acknowledgment: I acknowledge receipt and understand the contents of this job description.			
Signature of Employee:		Date:	
Revised 6/14			