



## POSITION DESCRIPTION

|                                    |  |
|------------------------------------|--|
| <b><u>Job Title:</u></b>           | Teacher, Early Head Start              |
| <b><u>Job Status:</u></b>          | 12-Month, Full-time, Benefits-Eligible |
| <b><u>FLSA Classification:</u></b> | Exempt                                 |
| <b><u>Reports To:</u></b>          | Early Head Start Manager               |
| <b><u>Open Date:</u></b>           | July 21, 2016                          |

### Positon Summary

The Early Head Start (EHS) Family Childcare Teacher is responsible for all supervision, management, and planning for the children in the classroom. The EHS Family Childcare Teacher will cooperate with all service area managers to facilitate the utilization of needed services to the children and their parents. This person is responsible for keeping accurate reports and forms on each child and guaranteeing that all of the necessary forms are completed and properly maintained. The person must be willing to fulfill job responsibilities in accordance with EHS Performance Standards and the EHS program philosophy. This person also must adhere to The Campagna Center Policies , Campagna EHS Policies and Procedures, and Head Start Performance Standards, specifically 445 CFR 1304.

### Primary Responsibilities

#### *Supervision, Health, & Safety of Children*

- Maintains and follows all safety and health rules for the family child care home. Follows state, federal, and Head Start's health and safety guidelines
- Supervises children by sight and sound at all times, being aware of the entire group while working with a small group or individual
- Knows the numbers of children in direct care at all times
- Completes appropriate health and safety paperwork (e.g., medication, accidents, allergies, and diapering/toileting)
- Organizes environment and keeps equipment safe and clean
- Documents suspected child abuse immediately
- Documents reporting of suspected child abuse within 24 hours to Child Protective Services
- Administers emergency First Aid when necessary or as required.

#### *Child Interactions*

- Interacts with children frequently, affectionately, and respectfully at the child's level, being available and responsive to children's needs, questions, and requests
- Acknowledges feelings with sensitivity and models appropriate social behavior
- Fosters children's positive self-concept by supporting individuality, independence, and ability to make choices
- Implements the approved Infant and Toddler Curriculum
- Provides experiences that are developmentally appropriate, interactive, and fosters problem-solving and critical thinking
- Provides anti-bias, non-sexist language images and experiences
- Eats the same food that toddlers are served. Sits at the table and interacts with children during mealtime. Helps the toddlers serve food family style.

### *Parent Interactions*

- Acknowledges parents and all visitors, demonstrating a friendly, courteous, and professional demeanor
- Welcomes parents, Campagna Center personnel, licensing staff, and other program-related visitors into the home during hours of operation
- Maintains confidentiality regarding children and families both in the home and externally
- Communicates regularly with families, both verbally and in writing, regarding the development and specific activities of the children
- Conducts parent conferences
- Makes beginning-of-the-year and end-of-the-year home visits; schedules others as needed
- Encourages and schedules parents to participate in planning and evaluating classroom activities
- Plans and conducts classroom orientation for parents and volunteers
- Attends monthly parent meetings as required
- Schedules at least two parent conferences each year for each child and additional conferences as needed or as requested by parents.

### *File Maintenance (as required by Licensing and Head Start Standards)*

- Maintains a daily log for each child in the classroom, which includes liquid and solid intake, sleep patterns, elimination patterns, as well as changes in the child's behavior
- Participates in the development of IFSP as needed
- Develops monthly teacher plans and daily schedules with input from parents
- Assists in maintaining licensing regulation compliance for family child care home, including outdoors.
- Maintains an education/licensing file on each child in the family child care home
- Maintains attendance and USDA records daily
- Maintains daily record-keeping system
- Reports parent concerns to the EHS Coordinator immediately
- Maintains and submits twice annually a current inventory.

### *Performing Duties According to Head Start Performance Standards*

- Familiarizes with and adheres to the Head Start Performance Standards
- Works with all staff to ensure program compliance
- Submits newsletter and calendar information in a timely manner
- Administers Developmental Screening within 45 calendar days
- Notifies the FSS of all late arrival and late pick up of children
- Adheres to all program policies
- Writes and submits weekly lesson plans at least one week in advance
- Reviews child's progress daily; keeps anecdotal records on file.

### *Professionalism & Teamwork*

- Projects a positive, professional manner at all times when interacting with children, families, and staff
- Communicates directly to resolve conflicts and avoid gossip
- Establishes and maintains a relationship of cooperation and respect with co-workers and management through active participation, communication, and collaboration
- Ensures continuity of care for children by reporting to work on time, maintaining consistent attendance, adhering to staffing schedules, and demonstrating flexibility to adjust work schedule as needed
- Attends staff meetings, trainings, and other site events.
- Demonstrates flexibility and openness to new ideas and professional growth
- Informs the supervisor of any potential concerns
- Holds co-workers accountable for professionalism and job performance
- Performs other work-related duties assigned by the supervisor.

### **Required Qualifications**

- An A.A. Degree in Early Childhood Education
- Minimum two years of experience working with infants and toddlers in an accredited child development program
- Must be willing to participate in cross-cultural training
- Must be willing to pursue classes in early childhood education as required by program
- Must be willing to provide a drug-free work free environment in their home.

**Preferred Qualifications**

- A Bachelor's Degree in Early Childhood Education.

**Physical Demands**

- Able to bend, stoop, and kneel in daily interactions with children
- Frequently lifts, moves, or holds children up to 40 lbs.
- Demonstrates ability to fully participate in all activities including supervision and interaction with children outdoors for an extended period of time
- Responds immediately and appropriately to multiple or unexpected situations or emergencies
- Maintains mental and physical alertness and an appropriate level of energy

This job description does not constitute a contract. TCC reserves the right to add to or change the duties of this position.

EOE