

	HS Teacher	Supervisor: Center Director Classification: Exempt
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Job Summary:

Implements Head Start Performance Standards to 3- 5 years olds in a classroom setting. Has the ability to respond to events happening at all times in the classroom and outdoor play. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection or restraint in order to ensure their safety or the safety of others in the environment. Ensures a safe environment for the children while applying Early Childhood Development theory in daily activities.

Duties and Responsibilities:

1. Classroom Time / School Readiness

- Excellent communication skills with parents, teachers, and other staff.
- Ability to be patient and understanding when working with children and interacting with parents.
- Supervises and monitors children at all times and responds appropriately to crisis or emergency situations that may occur.
- Guides the behavior of children in positive and effective ways.
- Adheres to a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourages experimentation, exploration, problem-solving, cooperation, socialization, and choice-making; asks open-ended questions and follow-up questions to promote further learning and thinking.
- Promotes English language acquisition of children who are English- and Dual-Language learners.
- Releases children only to individuals with appropriate signed consent.
- Follows agency-adopted curricula, using effective strategies to guide learning.
- Prepares the classroom environment and materials to support developmentally appropriate curriculum plans and learning experiences.
- Assesses individual and group needs, attending to specific interests, strengths, and concerns.
- Works with appropriate agencies to develop specialized planning for children and families as needed.
- Coordinates with support staff when indicated, developing a collaborative approach that benefits all children in the classroom.
- Adapts curriculum to address and meet individual goals for children as identified in their individualized family service plans (IFSP).
- Develops and utilizes integrated curriculum plans which reflect mandated elements and components, familial and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
- Establishes weekly goals that promote individual and group educational plans and include other Head start components.

- Participates in integrated service meetings to plan for and deliver collaborative services across all components.
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2. Family Engagement and Community Partnerships

- Provides an atmosphere that promotes and reinforces family and volunteer engagement.
- Supports the role of families as the first and primary teachers of their children.
- Supports families' safety, health, financial stability, life goals, and aspirations.
- Maintains regular communication with families based on the family's individual needs.
- Conducts the required parent/teacher conferences and home visits for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and at home. Provide additional home visits if needed.
- Assists in the planning and participates in family activity events.
- Coordinates with the Family Advocates (FAs) as needed to assist families to complete follow-ups (i.e. dental, medical, physical and mental health needs of families, etc.)
- Coordinates with the Early Childhood Education Coordinator (ECEC) and FSC to provide families with timely information and referrals appropriate to their needs.
- Monitors and documents attendance concerns.
- Provide learning opportunities for dual-language in the home.

3. Documentation

- Utilizes agency-adopted tools for ongoing assessment and documentation.
- Ensures all federal, local, state and/or agency documentation is completed accurately.
- Documents all family contacts and home visits.
- Monitors and report child abuse.

4. Professional Development

- Attends and participates in trainings and appropriate professional development activities.
- Attends and participates in meetings.
- Engages in ongoing self-assessment about job performance

5. Acts as a brand ambassador in all interactions—provides friendly, welcoming, and respectful service; maintains professional verbal/written communication and timely follow-through.

6. Job responsibilities may vary depending upon the program model, site needs, and locations.

Qualifications:

- Educational requirements: Associate degree in early childhood education or a Bachelor's Degree in Early Childhood Education or a related field that includes coursework equivalent to major. Transcripts are required to validate educational requirements.
- Complete and maintain annual training hour requirements.
- Strong written and verbal communication skills.
- Bilingual English/Spanish skills are a plus.
- Knowledgeable in computer skills, word processing, and e-mail.
- Must have a valid license.
- Must be able to obtain CPR & First Aid certification within 30 of employment.
- Position is contingent upon the successful completion of a federal background check

Physical Requirements:

The physical demands described herein are represented by those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, and use hands to handle, grasp or feel. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to forty-five pounds. The employee must have specific vision abilities required for this job include close vision, distance vision, peripheral vision, and depth perception.

I have read and received a copy of my job description on the date indicated below. I understand that it is my responsibility to read and become familiar with my job description and any subsequent changes that I receive. I understand that BVCAP Head Start may add to, delete, correct or update any or all of the information in the job description in accordance to changing performance standards, policies, procedures and regulations. The job description is not necessarily a list of the entire responsibilities for the position but a summary of those that are of primary importance.

I further understand that this job description does not create any contractual obligations between BVCAP Head Start and myself. No verbal representations may be deemed to alter or oppose the content and intent of the job description.

By entering my name below, I acknowledge that I have read, understand, and agree to the terms and conditions listed above, and that doing so will act as my information.

Disclaimer: "This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with this position. Nothing in the job description restricts Head Start's right to change, assign, or re-assign duties and responsibilities at any time for any reason.

Employee Signature: _____ Date: _____