

# Community Action Program, Inc. of Western Indiana Job Description

**Position:** Teacher  
**Immediate Supervisor:** Center Facilitator  
**Supervisory Responsibility:** Teacher Aide  
**Job Base Location:** Center as designated  
**FLSA Status:** Non-Exempt  
**Classification:** 6  
**Effective:** September 24, 2014

## **General Summary of Position:**

Responsible for providing a successful, safe, and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). Must promote the social, emotional, physical and cognitive development of Head Start children. Must encourage parent engagement in all aspects of the program. Responsible for planning and executing the Early Child Development and Health Area for Head Start children and families according to federal Head Start Performance Standards and the agency's Head Start School Readiness Plan.

## **Essential Functions:**

### **Curriculum and Assessment**

1. Supervise and monitor children at all times.
2. Develop and utilize integrated lesson plans, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
3. Follow a consistent schedule, which includes small and large group experiences, free play, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
4. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
5. Adapt curriculum to address and meet individual goals for children as identified in their IEPs or TSGold data.
6. Assess individual and group needs, attending to special needs, specific interests, strengths, and concerns
7. Support children who are dual language learners in obtaining a second language.
8. Foster the implementation of developmentally appropriate practices throughout the classroom.

## **Parent Engagement and Community Partnerships**

1. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
2. Conduct 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.
3. Maintain continual contact and communication with families on a regular basis.
4. Assist families to complete follow-up on dental, medical, physical, and mental health needs.
5. Work with appropriate agencies in developing specialized planning for children and families as needed.
6. Work with appropriate community agencies and volunteers to provide learning opportunities for the Head Start children.

## **Child, Family, and Agency Outcomes**

1. Utilize agency adopted assessment tools for ongoing assessment and documentation of checkpoints.
2. Document all significant classroom issues, parent contacts, and home visits in ChildPlus.
3. Implement and maintain all documentation standards as required, always ensuring confidentiality.
4. Monitor and report cases of child abuse and neglect according to policy.
5. Must participate in CLASS observations.

## **Administration**

1. Ensure a well-run, purposeful program responsive to participant needs by planning, organizing and keeping accurate records of daily classroom activities, attendance, screening and assessment data, etc.
2. Maintain a commitment to professionalism:
  - A. Dress in a neat manner suitable for work with young children.
  - B. Attend all staff meetings, pre and in-service workshops, and maintain a commitment to continuing education in the area of child development.
  - C. Demonstrate and provide documentation of increasing knowledge in Early Childhood Education, and Professional Growth.

- D. Attend out-of-town, overnight training seminars as required by supervisor.
  - E. Maintain confidentiality of family problems and records.
3. Attend all staff meetings and ensure that bi-weekly and end-of-month reports are completed and in order upon the deadlines set by Center Facilitator and other administrative staff.
  4. Perform any other responsibilities that may be assigned dependent upon Agency need and demonstrated capability.
  5. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

**Core Performance Responsibilities:**

A critical part of employee performance is the consistency of the employee in following Agency standards, rules and regulations concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

**Qualifications:**

1. Education, training, or working knowledge in the program assignment is required. Prefer Bachelor's Degree in Early Childhood Education. Associate Degree in Early Childhood is required.
2. Must have demonstrated ability to relate and communicate effectively, requiring visual reading, manual writing, and verbal communication, with the public, other agency staff, community professionals, and with persons of varied socio-economic levels.
3. Demonstrated awareness of social services available in the community.
4. Must maintain personal phone at all times.
5. Demonstrated training or experience in supervising personnel, and possess ability to plan and carry out work with a minimum amount of supervision, and to coordinate duties requiring some degree of discretion or judgment.
6. Must be able to function at program assignments with minimal supervision.
7. Must possess valid driver's license to travel assigned area as required. Must maintain liability insurance on personal vehicle and provide proof of such to Personnel Department upon request.
8. Must submit to pre-employment and random drug testing, background checks, fingerprinting, and Head Start physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.

9. Must obtain and maintain CPR Certification.
10. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the manual dexterity to write, and the flexibility of movement to stoop, bend, and climb to work with active young children. The successful applicant must possess the capability to be mobile and travel as job requires. Position requires lifting weights of up to 20 pounds.