

JOB DESCRIPTION

JOB TITLE: **Teacher**

SUPERVISOR: **Early Childhood Development Specialist**

WORKING HOURS: **Monday through Friday - 8:00 a.m. to 3:30 p.m. (Normally)**

WORK STATION: **Head Start Center**

DUTIES AND RESPONSIBILITIES:

1. Provide educational experiences for children according to the Performance Standards and program regulations that promotes School Readiness
2. Provide a conducive learning environment that promotes School Readiness
3. Develop and implement an appropriate curriculum that promotes School Readiness
4. Maintain acceptable discipline in classroom
5. Assume the direction of classroom activities
6. Provide effective teacher/child interactions required of the Classroom Assessment Scoring System (CLASS) that promotes School Readiness
7. Recruit volunteers
8. Maintain a clean and safe environment
9. Responsible for developing lesson plans that promotes School Readiness
10. Supervise Teacher Assistant in the classroom
11. Submit reports in a timely manner
12. Maintain appropriate records and files
13. Monitor and update children's files for licensing and Performance Standards Requirements
14. Make home visits to parents

15. Set up Teacher/Parent Conferences
16. Assist Family Services Worker in working with families as deemed necessary
17. Attend local and out-of-area workshops
18. Check all reports from classroom before submitting to Central Office
19. Support all Head Start Service Areas
20. Other appropriate duties required by program administrators
21. Responsible for the administration of the screening and assessment updating of children's progress in the classroom to promote School Readiness
22. Responsible for implementing early literacy and math activities for all children inclusive of all eleven domains of learning to promote School Readiness
23. Other duties as deemed necessary

DESIRABLE SKILLS AND QUALIFICATIONS

1. Ability to work effectively with preschool children
2. Ability to communicate with parents
3. Ability to communicate effectively with staff
4. Have means of transportation
5. First Aid/CPR Certification
6. Ability to accept supervision
7. Ability to work effectively with Administrative Staff, other staff, and adults
8. Ability to delegate responsibilities to others appropriately
9. Must be able to acquire and maintain NC CDL with P&S endorsement

EDUCATION AND EXPERIENCE:

Bachelors or Associate Degree in Early Childhood Education