

**KIDS INCORPORATED OF THE BIG BEND
JOB DESCRIPTION**

JOB TITLE:

Early Head Start Teacher

REPORTS TO:

Early Head Start Area Director

CLASSIFICATION:

Non-Exempt

LOCATION:

Madison, Jefferson, Leon Counties

DEPARTMENT:

Early Head Start

DATE PREPARED:

June 11, 2014

SUPERVISORY RESPONSIBILITIES: NONE

JOB SUMMARY:

Understand and promote education and early childhood development as defined in Kids Incorporated's Policies and Procedures, Early Head Start Performance Standards, School Readiness Goals, Accredited Preschool Program Learning Environment (APPLE) Standards, and Department of Children & Families Licensing Regulations.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- CDA, AS in Child Development, BS in Early Childhood Education or Child Development, AA or Elementary Education or related field (including ECE courses equivalent to waiver);
- Experience teaching in an early childhood setting working with infants and toddlers preferred;
- Meet all state licensing mandated courses, First Aid and CPR certifications within six months of employment.
- Computer literate in Windows Microsoft Office (Outlook / Word) & Teaching Strategies Online GOLD

PHYSICAL REQUIREMENTS AND WORKING CONDITION:

- Be in good physical health as documented by physician exam upon hire and update annually. Obtain results of a TB screening upon hire;
- Be in compliance with all background screening requirements and update every 5 years;
- Able to sit on the floor and/or ground outside to be actively involved with the children;
- Able to lift up to 50 pounds and to stoop, crawl, kneel, bend and stand for periods of time;
- Must have access to reliable transportation and able to travel by car, bus, plane, train;
- Available for paid evening and/or weekend meetings, trainings or other work related events.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Establish and maintain a safe and healthy environment:

- Report any safety hazards observed indoors and outdoors;
- Detect and report signs of illness, discomfort and unusual behavior of children to Health and Disability Coordinator;
- Report suspected abuse/neglect to the Area Director and 1-800-96-ABUSE;
- Complete paperwork relating to nutrition, illness, accidents / incidents, health assessments and parent communication;
- Practice appropriate sanitary procedures to include sanitizing, cleaning, diapering / toileting and hand washing;
- Assist children in developing self-help skills;
- Engage in family style meals promoting school readiness skills in social emotional interactions, self-help, personal care routines, language and problem solving. CDE-04
- Comply with all health and safe environment policies and procedure to meet the individual needs of the children.

Assist in **daily maintenance of center as follows:**

- Clean and sanitize door knobs, door frames and light switches;
- Empty, sanitize and reline waste receptacles at least daily, more if needed;
- Spot clean wall surfaces, windows and mirrors;
- Sweep sidewalk and trike path and keep playgrounds free of trash and debris.

B. Promote education and early childhood development:

- Be familiar with School Readiness Goals in the domains of Social-Emotional, Physical, Language, Cognitive / General Knowledge, and Approaches to Learning;
- Implement lesson plans indoors and outdoors to encourage skill development through interactions, activities and environmental set-up supporting maximum child development and engagement;
- Actively engage with the children in small groups and/or individual activities daily;
- Use daily routines and transitions as learning opportunities to support school readiness goals;
- Model appropriate behavior and positive guidance techniques;
- Model appropriate language and grammar skills. Encourage language with frequent one-on-one conversations at child's eye level and with nurturing tone and open ended questions;
- Comply with guidelines and standards outlined in EHS Performance Standards, APPLE Accreditation, FL Learning & Developmental Standards, DCF Licensing Regulations and Education policies and procedures;
- Implement the Creative Curriculum, Beyond Cribs & Rattles and I Love You Rituals to promote Character Development;
- Utilize Teaching Strategies Online GOLD to conduct child assessment checkpoints 4 times a year and conduct on-going assessment to individualize planning (IDA) to meet the goals of each child's development;
- Utilize Teaching Strategies Online GOLD to maintain child's portfolio and update essential information in order to promote individualization and on-going assessment

(observation, documentation, planning-linking objectives to learning and family conferences);

- Schedule and participate in two home visits and two parent conference per child per program year for the purpose of communication, sharing, and support. Partner with parents in setting school readiness goals for their child and developing individual plans.

C. **Ensure a competent, purposeful program, responsive to individual needs:**

- Establish positive and productive relationships with children, parents, co-workers, visitors, and community partners complying with Kids Incorporated’s Code of Conduct and Confidentiality policies as well as all HR policies and procedures;
- Address problems in a positive manner and refer to the Area Director for clarification of center policies, as needed;
- Provide opportunities to involve parents in their child’s education, promote parent engagement activities and volunteering and encourage parents to be an advocate for their child;
- Attend parent meetings, staff meetings, and community meetings, etc., pertinent to job, as assigned by Area Director;
- Coordinate with other teachers and content area staff to develop and maintain a “teaching team” concept in serving children and families;
- Complete and maintain all records, reports, and all required paperwork in respect to deadlines.

D. **Professional Development:**

- Comply with the Professional Development Policy to meet and maintain all required courses, in-service training, certifications and credentials within the specific time frames;
- Attend trainings, conferences, and other educational opportunities pertinent to job, as assigned by Area Director and mandated by licensing regulations;
- Able to apply knowledge gained from trainings to support education and early childhood development;
- Review and update Professional Development Plan on an on-going basis throughout the program year with the Area Director.

Performs other related duties, as assigned by the supervisory staff.

ACKNOWLEDGMENT:

I fully understand that this job description is not intended to be a contract for employment, and that the employer reserves the right to make any necessary revisions to the job descriptions at any time without notice. My supervisor has afforded me a one on one review of my job description. I fully understand the duties and responsibilities of the job and my supervisor’s expectations where this job is concerned. I am able to perform all duties as outlines.

Employee’s Signature

Date

Supervisor’s Signature
