



## Job Description Head Start Teacher

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**Position Title:** Head Start Teacher

**Reports To:** Education Leader

**Classification:** Salaried / Exempt

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### **Position Summary:**

The Head Start Teacher is responsible for a Head Start classroom of 3- to 5-year-old children. S/he works collaboratively with an assistant teacher, family members, and other staff to achieve positive outcomes for children of all abilities.

### **Primary Responsibilities:**

#### **CLASS™ teacher-child interactions:**

- Provide emotional support through establishing a positive climate, being aware of and responsive to children, and encouraging child expression and autonomy.
- Use strategies for behavior management, such as clear behavior expectations, being proactive and redirecting misbehavior.
- Foster classroom productivity and maximize learning time, while engaging children with a variety of modalities and materials.
- Provide instructional support through concept development, fostering children's analysis and reasoning, engaging in feedback loops, and modeling and supporting high-quality language.
- Participates in assigned meetings, events and training as required.
- Maintain confidentiality in regard to staff and family information.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.
- Follow agency procedures to assure reporting of suspected child abuse and/or neglect.
- Follow agency procedures in reporting any suspected licensing deficiencies observed at child care programs.
- React productively to change and handle all other work-related responsibilities as assigned.



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### Qualifications

- AA/AS in Early Childhood Education OR BA/BS in Early Childhood Education –OR- state awarded preschool teacher certification with experience teaching preschool aged children–OR- BA/BS in related fields with at least six college courses in Early Childhood Education plus experience teaching preschool aged children. BA Highly preferred.
- Bilingual (Spanish) preferred
- Physical exam and background checks are required for this position.
- Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.
- Must have a valid driver's license and reliable transportation.

### *Knowledge, Skills, & Abilities:*

- Ability to interact effectively with people from diverse backgrounds
- Ability to communicate effectively, verbally and in writing
- Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation
- Must be honest, dependable and able to meet deadlines
- Self-motivated and able to work independently

**For more information or to apply, please visit:  
[www.ccr-bhm.org/employment-opportunities](http://www.ccr-bhm.org/employment-opportunities)**

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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Childcare Resources are employees "at-will". I have read and understand the responsibilities and requirements of this position.