

**JEFFERSON COUNTY COMMITTEE  
FOR ECONOMIC OPPORTUNITY**

**Head Start Teacher**

**JOB QUALIFICATIONS**

**EDUCATION:** An accredited Associate degree or higher (Bachelor’s Degree most preferred) concentrated in an Early Childhood Education, Child Development, or Family & Consumer Sciences field is required. Additionally, an Infant/Toddler or Preschool Child Development Associate (CDA) credential is preferred. Must provide proof of education.

**EXPERIENCE:** At least one year or more of experience in an infant/toddler nursery with demonstrated knowledge of early childhood development practices or prior training/experience working with preschool age children and their families.

**ABILITIES:**

1. Ability to work cooperatively and collaboratively with other staff, parents, expectant mothers, new parents, and others from a variety of ethnic, educational, and socio-economic backgrounds.
2. Ability to exercise discretion, confidentiality, and sound judgment in the performance of assigned duties.
3. Ability to communicate effectively, both orally and written. Must be able to read and understand instructions.
4. Ability to work with low-income families and children ages birth to 4, including those with disabilities.
5. Knowledge of infant and toddler development, safety issues in infant and toddler care, and methods for communicating effectively with infants and toddlers.
6. Understand concepts of developmentally appropriate practice, School Readiness, and CLASS Domains and Dimensions with ability to plan and implement learning experiences that address social-emotional development, early language and literacy, early math and science, problem solving, and approaches to learning.
7. Ability to maintain compliant Background, Physical, TB, Fingerprinting, Drug/Alcohol screening(s), First Aid/CPR, licensure, certification, and/or continuing education as applicable to position.

**PERSONAL ATTRIBUTES:** Sound physical and mental health. Must be able to relate positively to adults and young children. Must be willing to attend meetings outside of regular working hours when necessary.

**STATUS:** Non-exempt

# **HS TEACHER**

## **JOB DESCRIPTION**

**RESPONSIBLE & ACCOUNTABLE TO:**

Center Manager

**GENERAL DESCRIPTION:** Provide day to day care to children in a Head Start classroom using developmentally appropriate curriculum and assessment, and by building responsive relationships with children and families. Responsible for assisting to implement meaningful activities for the age group of children in the nursery. Responsible for being the primary caregiver to a group of children.

**PHYSICAL DEMANDS:** The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties below, the employee is regularly required to sit; use hands/fingers to handle objects, tools, or controls; reach with arms and hands; talk and hear/listen. The employee is required to stand; walk; climb or balance; lift, stoop, kneel, crouch or crawl for varied periods of time. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ask for help when needed. Reasonable accommodations may be made to assist individuals with disabilities to perform these essential functions.

**SPECIFIC RESPONSIBILITIES:**

1. Work with assistant teacher as a team to have a positive impact on child outcomes and establishing a calm and nurturing classroom.
2. Meet with assistant teacher to plan for the next day reviewing content of the lesson plan and specific support roles for that day using effective communications, mutual respect and openness to receiving feedback.
3. Establish positive, productive relationships with children and families; encourage parent involvement in the program and support family relationships.
4. Maintain and display a daily schedule that is well-balanced in the Head Start classroom where assigned.
5. Create a content rich lesson plan that is appropriate and has challenging activities designed to meet the needs of the children.
6. Demonstrate an understanding and maintain familiarity of the Head Start Performance Standards, the current Head Start Program review instrument, DHR licensing standards, USDA requirements, NAEYC Early Childhood Standards.
7. Responsible for planning, supervising, and implementing the daily program in accordance with Head Start Performance Standards and JCCEO Child Development Services Guidelines.

## HS Teacher | Page 2

8. Provide all children with emotional support, classroom organization and instructional support utilizing CLASS Domains and Dimensions.
9. Promote safety practices using Active Supervision indoors and outdoors.
10. Use a variety of positive guidance such as redirection, positive statements, positive classroom/playground rules, stories, pictures and role-play to help children control negative behavior.
11. Maintain orderly arrangement of room, teaching materials, and supplies, and the preparation of room and materials for daily activities.
12. Demonstrate competence and assist in utilizing the Teaching Strategies GOLD and the AL Early Learning Guidelines to fidelity, documenting observations while assisting children with support in each CLASS domain and dimension.
13. Promote positive health and nutrition practices including cleanliness.
14. Ensure family style meals are served in a pleasant and positive social environment and eat with the children.
15. Responsible for keeping the playground clean and free of hazardous materials and conditions.
16. Conduct parent/teacher conferences at least twice a year and as needed.
17. Assist families and children needing health services or social services by making appropriate referrals.
18. Assist in the organization of a Head Start parent committee for parents and be available to help conduct regular monthly training sessions and meetings of the committee.
19. Participate in staff meetings, in-service training, workshops, and staff development programs to obtain additional job-related skills to improve daily performance.
20. Train assistant teacher in such a manner that he/she may take charge of the classroom in the absence of the teacher. Train substitutes and volunteers. Supervise assistant teachers, substitutes and volunteers.
21. Accurately complete and submit all data and reports, as required, to Early Childhood Education Manager and Early Childhood Specialists.

**HS Teacher | Page 3**

22. Participate in Practice Base Coaching and collaborate with Classroom Coach and Classroom Specialists.

23. Obtain the required Department of Human Services training hours.

24. Attendance is an essential function of your day-to-day responsibility and commitment to the program.

25. Perform other duties as assigned by supervisor as this job description is in no way intended to include all responsibilities of the position, but rather to provide a general overview of what is expected in this role.

**By signing this form, you agree you have read and understand the expectations of your job and acknowledge receipt.**

---

Printed Name

---

Date

---

Signature