community action
Helping People. Changing Lives.

Head Start

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION:	**Teacher**
EMPLOYMENT STATUS:	**Full Time (40 HRS PER WK) Part Year (42 WKS)**
RESPONSIBLE TO:	**Site Supervisor** **Education Coordinator**
SUPERVISES:	**None**
WORKSITE:	**Licensed Center-Based Classroom (as assigned)**

BASIC FUNCTION: In accordance with Federal Performance Standards, provide a successful, safe and supervised educational setting to promote the social, emotional, physical, and cognitive development of children. Encourage parent involvement in all aspects of the program. Develop individual goals for children, provide continuous assessment on progress, and facilitate a successful transition into kindergarten.

MAJOR RESPONSIBLITIES AND KEY TASKS:

- Establish and maintain a safe and healthy learning environment.
- Utilize assessment data to assist with planning and implementing learning experiences that advance the intellectual and physical development of children.
- Engage, support, and assist in developing relationships with families.
- Supervise and monitor children at all times.
- Conduct child focused observations and collect samples of children's work to share learning growth with families.
- Adapt curriculum to address and meet individual goals for children.
- Develop lesson plans consistent with curriculum.
- Communicate regularly with parents through home visits and conferences.
- Operate a computer and have the willingness to learn other software programs as necessary.
- Complete required documentation and reports as necessary.
- Attend and participate in professional development opportunities.
- Ensure implementation of comprehensive services for children.
- Maintain ODCY and SUTQ requirements.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's degree in Early Childhood Education or in a related field with a minimum of 30 credit hours in Early Childhood Education.
- Associate degree in Early Childhood Education or in a related field with a minimum of 30 credit hours in Early Childhood Education.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.

ESSENTIAL JOB FUNCTIONS:

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings
- Perform duties as assigned.

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Signature Date