



Head Start

Judith Barris
Executive Director

Ronald C Loos
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION: **Toddler Teacher**
EMPLOYMENT STATUS: **Full Time (40 HRS PER WK) Full Year (52 WKS)**
RESPONSIBLE TO: **Site Supervisor**
Education Coordinator
SUPERVISES: **None**
WORKSITE: **Licensed Center-Based, Toddler Classroom**

BASIC FUNCTION: In accordance with Federal Performance Standards, provide a successful, safe and supervised educational setting for children while they are in the Early Head Start environment (classroom, outdoor area and field trips). 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 transition into the Head Start Program.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Establish and maintain a safe and healthy learning environment.
- Plan and implement 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.
- Participate in regularly scheduled team meetings.
- Adapt curriculum to address and meet individual goals for children.
- Develop lesson plans consistent with curriculum.
- Communicate regularly with parents through interactive 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 that children with documented disabilities / behavioral problems receive appropriate services, screenings, and referrals.
- Ensure formal linkages with local education agencies in order to provide for continuity of services for children and families.
- Ensure implementation of comprehensive services for children.

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EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associate degree in Early Childhood Education or in a related field with a minimum of 30 qualified credit hours, or
- Appropriate Child Development Associate (CDA) credentials.

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.

Signature

Date