

SHASTA HEAD START CHILD DEVELOPMENT, INC

Teacher

Supervisor: Site Supervisor or Head Teacher

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Provide day to day care to children in a Head Start classroom using SHS developmentally appropriate curriculum and assessment, and by building responsive relationships with children and families.

Essential Duties and Responsibilities

- Assist supervisor in maintaining a safe, clean, and healthy work environment.
- Ensure compliance with Head Start Performance Standards, federal and state regulation, and Community Care Licensing requirements.
- Supervise classroom staff and ensure performance evaluation, goal setting and staff development plans are completed.
- On-going professional development through education, role modeling, mentoring, and providing training and resources.
- Ensure implementation of SHS written curriculum plan.
- Maintain record keeping and reporting systems to ensure accurate information, with timely completion and follow-up.
- Build relationships and participate in community collaborations and events to enhance Head Start services.
- Plan and implement SHS developmentally appropriate curriculum and assessment for the classroom.
- Oversee supervision and management of children in the classroom in order to ensure a safe, clean, and healthy learning environment.
- Order supplies and materials as needed for effective service delivery.
- Conduct home visits for center children in accordance with Head Start performance standards.
- Travel as needed throughout Shasta Head Start catchment area.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to write reports and correspondence, and read and interpret documents.
- Ability to perform basic math, and to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to write using correct grammar, spelling and punctuation; and to organize documents accurately
- Ability to speak effectively to groups of parents, staff, and community members.

- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.

Education

Minimum

AA degree in Early Childhood Education or related field, including 12 core ECE units: Human/Child Development (3 units), Family, Child and Community (3 units), and Program/Curriculum (3 units).

Desired

BA degree in Early Childhood Education or related field, including 6 ECE classes (2-3 units each) with core ECE units: Human/Child Development (3 units), Family, Child and Community (3 units), and Program/Curriculum (3 units).

Training and Experience

Minimum

One year related experience

Desired

Two years related experience

Certificates, Licenses

- Must have and maintain current EMSA First aid and CPR.
- Ability to obtain Child Development Permit within one year of hire date.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

 Employee (Print)

 Employee Signature

 Date

 Supervisors Signature

 Date

 Supervisors Title