



Job Description

Job Title: Teacher

(Grade 3, 5 or 6)

Department: Head Start

Supervisor's Title: Center Manager

1. General Purpose of the Job: Provides education and developmental training and support to preschool-aged children in a classroom setting using a comprehensive family services approach.
2. Minimum Level of Education/Experience Required:
 - A. Teacher Grade 3: Associates Degree in Early Childhood Education. Or an Associate's Degree in a related field, with credit hours equivalent to an Iowa Board of Education Pre-K endorsement and Early Childhood classroom teaching experience required.
 - B. Teacher Grade 5: Bachelor's in Child Development, Early Childhood Education, Education, Human Services or a related field, with credits equivalent to an Iowa Board of Education PK-K endorsement. Classroom teaching experience.
 - C. Teacher Grade 6: A current Iowa Early Childhood Teaching License that includes Pre-Kindergarten.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois Driver's License
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Provide for the educational and developmental needs of the individual child, and the classroom as whole, according to mandated performance standards and established service plans and curriculum.
 - B. Prepare and implement daily lesson plans based on developmentally appropriate practices, ensuring that children's individual needs are met.
 - C. Supervise activities of children in an environment which is safe, healthy, enriching and conducive to the maximum social and cognitive development of each child.
 - D. Plan and supervise the classroom day for the most effective use of classroom staff and volunteers.
 - E. Daily use of computer to input data and information as required by program. Basic knowledge about common computer programs such as word and email.
 - F. Maintain appropriate, accurate and confidential records on each child focusing on development and individual goals using assessments, parent and staff input.
 - G. Schedule and complete at least two home visits to each assigned family per year.
 - H. Conduct at least two parent/guardian conferences per year, to provide feedback to parents on their child's development and solicit feedback regarding the program.

- I. Communicate regularly with parents through face-to-face meetings, phone calls, and written communications. Document all contacts in file.
- J. Individualize all Head Start component services to meet the needs of each child and family
- K. Advise Center Manager of the need for classroom equipment and supplies.
- L. Submit reports and records in a timely manner.
- M. Maintain clean and sanitary classroom, office, kitchen, and storage environments - may include washing dishes, laundry, sweeping, etc.
- N. Provide all food service activities, including meal preparation and serving, dishes, kitchen area cleaning, and ordering of supplies.
- O. Participate in pre-service, in-service/staff meetings, other training as required.
- P. Assist families in assessing strengths and needs, developing appropriate goals, and supporting families in achieving goals.
- Q. Access community resources and make appropriate referrals to meet the individual needs of children and families.
- R. Assist in family meetings, parent/child interactions and parent education activities as needed.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds			X	
Up to 50 Pounds			X	
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above:
 Classroom environment requires staff to be actively engaged with children, which includes standing, moving about, sitting on the floor, crouching to talk to children, etc.
 Lifting infants, toddlers, and preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal Computer		X		
Small kitchen appliances		X		
Motor Vehicle Operation		X		

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Risk of electrical shock	X			
Vibration	X			
Work/job related travel		X		

B. Amount of noise typical for the work environment for this job: Moderate to loud noise typical to a preschool classroom environment.

C. Specific job duties affected by the environmental conditions described above: Cleaning duties necessitates using some supplies with potentially caustic materials. Playground supervision requires staff to be outdoors when weather reasonably permits. Travel is required to complete the required home visits and to participate in training.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: None

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 11/23/2016 By: JK