



Job Description

Job Title: Early Head Start Teacher

(Grade 3)

Department: Early Head Start

Supervisor's Title: Center Manager

1. General Purpose of the Job: Provides education and developmental training and support to infants and toddlers (0-3 years) aged children in a classroom setting using a comprehensive family services approach.

Education/Experience Required

An Infant and Toddler CDA credential or; an Associate of Arts Degree or higher in an early childhood field. Classroom teaching experience preferred not required.

2. License or Certificate Required:

- A. Valid Iowa or Illinois Driver's License
- B. Proof of current automobile insurance

3. 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 standard and established service plans and curriculum.
- B. Prepare and carry out daily lesson plans based on developmentally appropriate practices, ensuring that children's individual needs are met.
- C. Daily use of computer to input data and information as required by program. Basic knowledge about common computer programs such as word and email.
- D. Supervise activities of children in an environment which is safe, healthy, enriching and conducive to the maximum social and cognitive development of each child.
- E. Plan and supervise the classroom day for the most effective use of classroom staff and volunteers.
- F. Maintain appropriate, accurate and confidential records on each child focusing on development and individual goals using assessments, parent and staff input.
- G. Arrange and carry out at least two home visits to each assigned family annually.
- H. Conduct at least two conferences with child's parent(s)/guardian, as needed, to seek insight from them and/or to provide feedback to parents on their child's development.
- I. Effectively communicate with parents on an ongoing basis, including face-to-face communication, development of newsletters, phone calls, etc. with documentation of all communication.

- J. Individualize services to meet the needs of each child and family in an appropriate manner, regarding all component areas of Head Start/Early Head Start (nutrition, health, dental, education, development, family services, mental health).
- K. Advise Center Supervisor 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. Participate in pre-service, in-service/staff meetings, other training as required.
- O. Utilize other program staff as resources in planning for and implementing appropriate services for children and families.
- P. Responsible for arranging own substitutes using current procedures.
- Q. Supervise and maintain document of all volunteer services and in-kind donations.
- R. Assist families in assessing strengths and needs. Help families use the results of the assessment to develop a goal or goals. Follow up and support family efforts to achieve these goals.
- S. Access community resources to meet the individual needs of children and families.
- T. Carry out all necessary food service activities, including meal preparation and serving, dishes, kitchen area cleaning, organization and ordering of supplies.
- U. Assist in family meetings, parent/child interactions and parent education activities as needed.

4. 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	Up to	1/3 to	2/3 and

	or Never	1/3	2/3	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.

5. 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		

6. 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.

7. Protective Clothing/Equipment Required: None.

8. 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: 1/30/19 By: RL