



Early Head Start Teacher Job Description

Department: Head Start/Early Head Start

Pay Grade: 3 to 5 DOQ

Supervisor's Title: Center Manager

General Purpose of the Job: Provides educational and nurturing support to infants and toddlers (0-3 years) in a classroom setting using a comprehensive family services approach.

Minimum Level of Education/Experience Required: An Infant and Toddler CDA credential or; an Associate of Arts Degree or higher in an early childhood field is required (grade 3). Higher compensation available for a Bachelor's Degree in Early Childhood Education (grade 4), or a Master's Degree in Early Childhood Education and/or a state teaching license with a Pre-K endorsement (grade 5).

License or Certificate Required: In addition to the above requirements, must have a valid Iowa or Illinois Driver's license.

Supervisory Responsibility: None.

Eligible for Telecommuting: No.

Schedule: Set Schedule.

Primary Duties and Responsibilities:

- A. Provide for the educational and developmental needs of each child and the classroom as whole, in accordance with the curriculum and established standards of excellence.
- B. Prepare and carry out daily lesson plans based on developmentally appropriate practices, ensuring that individual needs are met.
- C. Provide a safe, healthy, enriching environment to promote 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. Maintain appropriate, accurate and confidential records on each child focusing on development and individual goals using assessments, parent input, and staff input.
- F. Arrange and carry out at least two home visits to each assigned family annually.
- G. Conduct at least two conferences with child's parent(s)/guardian to discuss the child's progress and make adjustments to care based on the needs of the child and family.
- H. Effectively communicate with parents on an ongoing basis, including face-to-face communication, newsletters, phone calls, etc.
- I. 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).
- J. Submit reports and records in a timely manner.
- K. Maintain clean and sanitary classroom, office, kitchen, and storage environments - may include washing dishes, laundry, sweeping, etc.
- L. Engage in professional development activities and develop a professional development plan.
- M. Supervise and maintain document of all volunteer services and in-kind donations.
- N. Access community resources to meet the individual needs of children and families.

- O. Carry out all necessary food service activities, including meal preparation and serving, dishes, kitchen area cleaning, organization and ordering of supplies.
- P. Assist in family meetings, parent/child interactions and parent education activities as needed.

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
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			
Lift up to 10 Pounds				X
Lift up to 25 Pounds			X	
Lift up to 50 Pounds		X		
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment		X		
Use computer		X		
Use small kitchen appliances		X		
Motor vehicle operation		X		
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals		X		
Work in outdoor weather conditions		X		
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel		X		
Noise: Moderate to loud noise typical to a preschool classroom environment.				
Protective Clothing/Equipment Required: 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: 3/25/20 By: RP