

# Southeast Alabama Regional Planning and Development Commission

## Early Head Start Teacher - Andalusia

### **JOB SUMMARY**

The Early Head Start (EHS) Teacher is directly responsible for creating and maintaining a developmentally appropriate program environment conducive to the growth and development of children in an infant toddler nursery/classroom. The EHS Teacher is responsible for implementing meaningful age appropriate activities and is responsible for being the primary caregiver to a small group of children assigned to the classroom.

### **DUTIES AND RESPONSIBILITIES**

#### CLASSROOM MANAGEMENT (45%)

- Provide classroom environments which are favorable to infants and toddlers by using appropriate decor, keeping classroom neat, clean, and free of clutter, and displaying an appropriately controlled demeanor.
- Plan and follow the education curriculum and implement the daily program
- Physically interact with students and care for their needs while carrying out classroom activities.
- Interact with children on verbal level: encourage, giving praise, instruction, demonstrating new material, etc.
- Maintain constant supervision of children
- Perform child health daily inspections.
- Maintain safe and healthy learning environment.
- Maintain classroom inventory.

#### RECORD KEEPING AND REPORTING (25%)

- Maintain individual folders for each child providing statistical information regarding the child's history, progress and significant behavioral characteristics and unique problems that may have developed; input necessary information into data systems.
- Keep accurate records including attendance and USDA-CACFP and sign in/out sheets.
- Report suspected child abuse or neglect to DHR/Sherriff's department and supervisor.
- Report any relevant health, attendance, or behavioral issues to Center Director using form FSA-012.

#### PROGRAM, POLICY, AND PROCEDURES (10%)

Maintains a thorough knowledge of all policies related to program management including:

- Head Start Performance Standards
- SEARP&DC Head Start Personnel Policies and Procedures Manual
- Alabama DHR minimum Standards for Day Care Centers
- All other policies and procedures related to Early Head Start child care facilities.

#### PROFESSIONAL INTERACTIONS (10%)

- Encourage the involvement of family members in the Early Head Start program and support the development of relationships between children and their families.
- Make home visits and parent conferences each year, at parent's convenience – document and place in files.
- Build and maintain a good relationship with other staff members. Refrain from discussing staff, parent, school and community problems with other staff members, parents, and the community at large.
- Work with parents, public school officials and other Head Start Staff to share ideas, concerns, expectations and ways to improve the transition from Head Start to public school.
- Attend meetings as required.

#### PROFESSIONAL DEVELOPMENT (5%)

- Attend annual in- and pre-service training events
- Attend at least fifteen (15) clock hours of training each year.

## OTHER DUTIES (5%)

Responsibilities include any job-related activities that may become necessary in the fulfillment of program and Policies and Procedures. There may be duties and responsibilities you may be asked to perform which are not included in this job description.

## EDUCATION AND EXPERIENCE

EHS Teachers must be at least 19 years of age and have a minimum of a CDA credential and training (or have equivalent coursework) in early childhood development with a focus on infant and toddler development.

## PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body.

## KNOWLEDGE AND SKILLS

Early Head Start staff should be knowledgeable of appropriate practices for young children and be able to communicate information effectively to children, parents, other staff members, and members of the community. They should have the ability to conduct themselves in a professional manner and should be objective and fair in recommendations and implementation of standards and policies. Integrity should be shown in all matters related to children and families. Staff should possess basic computer skills and ability to utilize MS Windows, MS Works or Word, Child Plus, and Internet/Intranet. Employee should share a common philosophy with Head Start standards and policies as it pertains to the education of young children and families.

EHS Teacher must have the training and experience necessary to develop consistent, stable and support relationships with very young children. The training must develop knowledge of infant and toddler development, safety issues in infant and toddler care (e.g. reducing the risk of SIDS), and methods for communicating effectively with infants and toddlers, their parents, and other staff members.

## SPECIAL REQUIREMENTS

Possess valid driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands. Alabama DHR and the Head Start Act have specific employment requirements that must be met including three written references, physical exam and TB skin test or chest x-ray, and an ABI/FBI suitability determination letter. Regular attendance is mandatory; center hours are Monday through Friday from 7:00 am to 3:00 pm.

**TO APPLY: Please visit the employment page at [www.searpc.org](http://www.searpc.org) for REQUIRED application, call 334-794-4093 ext 1415 or email [areed@searpc.org](mailto:areed@searpc.org) for more information. Applications must be received by close of business November 1, 2018.**

## **Sending Application**

**Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302**

**Email: [areed@searpc.org](mailto:areed@searpc.org)**

**Fax: 334-794-3288**

**[Please note that Transcripts are REQUIRED to apply for this position.](#)**

**EOE/E-verify**

Posted: 10-19-18 Closes: 11-1-18
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