

**Southeast Alabama Regional Planning and Development Commission**  
**Teacher - Head Start**  
**Covington County (Andalusia, Opp, Florala)**  
**(\$11.04 - \$12.17 per hour plus full benefits)**

**JOB SUMMARY**

The teacher is directly responsible for all aspects of managing the classroom including planning and implementing learning experiences that advance the intellectual and physical development of children based on Head Start Performance Standards. The Teacher is responsible for the supervision and training of the Teacher's Aide.

**DUTIES AND RESPONSIBILITIES**

CLASSROOM MANAGEMENT (45%)

- Create and implement a daily program with goals of improving the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning.
- Support the social and emotional development of children.
- Physically and verbally interact with students and care for their needs while carrying out classroom activities.
- Maintain constant supervision of children in the classroom, bathroom, lunchroom, outside area, and playroom.
- Handle discipline promptly and in accordance with stated policies.
- Perform child health daily inspections.
- Maintain safe and healthy learning environment.
- Maintain classroom inventory.
- Supervise teacher's aide in accomplishing daily activities.

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 TS Gold.
- Keep accurate records including attendance and USDA-CACFP and sign in/out sheets.
- Ensure IEP activities are carried out each day and recorded.
- 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.
- Fill out and send report cards home three times per year.

PROGRAM, POLICY, AND PROCEDURES (10%)

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

- Head Start Policies
- SEARP&DC Head Start Personnel Policies and Procedures Manual
- Alabama DHR Minimum Standards
- All other policies and procedures related to Head Start child care facilities.

PROFESSIONAL INTERACTIONS (10%)

- Encourage the involvement of family members in the 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. Teachers are on call during the summer as needed by Center Director or Head Start Director.

### EDUCATION AND EXPERIENCE

Teachers must be at least 19 years of age and have a 2 year degree in Early Childhood Education. Experience working with pre-school age children is highly preferred.

### KNOWLEDGE AND SKILLS

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.

### 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.

### 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 or call 334-794-4093 ext 1415 for more information.**

**Applications must be received by close of business April 22, 2019.**

### **Sending Application**

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

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

**Fax: [334-794-3288](tel:334-794-3288)**

**Please note that Transcripts are REQUIRED to apply for this position.**

Posted: April 7, 2019 Closes: April 22, 2019
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**EOE/E-verify**