

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

JOB DESCRIPTION

Job Title: Early Head Start Teacher

Department: Head Start/Early Head Start (HS/EHS)

FLSA: Grade: Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Center Director

Subordinate Staff: None

Internal Contacts: All SEARPDC Departments

External Contacts: General Public; Alabama Department of Human Resources (DHR); EHS Program Participants and Families

Job Summary

Under the supervision of the Center Director, the employee provides responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skill growth aligned with the Head Start Early Learning Outcomes Framework for children aged newborn to three (3) years old. The employee's work emphasizes nurturing and responsive practices, interactions and environments that support participant children's engagement. The employee is responsible for performance expectations, child outcomes, compliance and adherence to policies that create a safe learning environment for all children in their care. The employee conducts conferences and communicates with family members and staff. Work is performed within established guidelines and procedures. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Early Head Start (EHS) Program Execution. Employee performs instructional duties including assessment, planning, direction, and implementation of classroom activities for infants and toddlers of the EHS program.

1. Organizes classroom space and maintains a safe, healthy, nurturing learning environment, following all state and federal safety guidelines and regulations.
2. Performs timely assessments utilizing instruments selected by the Agency; and timely observes and documents daily observations and other progress records using designated record-keeping systems.
3. Utilizes data from screening tools, assessments, behavioral observations, and parental input to determine which children should be referred to the Coordinator for follow-up activities.
4. Plans and implements daily classroom activities based on individual needs of the child.
5. Provides a variety of developmentally appropriate opportunities for intellectual, socio-emotional, physical and language development, as well as creative expression.
6. Conducts regular health checks and performs daily cleaning of classrooms and facilities.
7. Assists and supports school readiness through age-appropriate learning experiences and parental engagement.
8. Engages children and families in appropriate transitional activities into, throughout, and from the program.
9. Utilizes mealtimes to promote age-appropriate serving and eating, model healthy eating behavior, and encourage interesting and pleasant table conversation which supports all developmental areas.
10. Participates in required professional development activities.
11. Follows communicated directions and instructions regarding work assignments and procedures.
12. Follows safety guidelines and maintains a safe working environment.
13. Complies with all Head Start Performance Standards, and Head Start, DHR and Agency guidelines, policies, and procedures.
14. Contributes to a positive teamwork environment.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of SEARPDC rules, regulations, policies, and procedures.
2. Knowledge of DHR and Head Start rules, regulations, policies, and procedures.
3. Knowledge of basic office practices and procedures.
4. Knowledge of early childhood development and education.
5. Knowledge of modern, age-appropriate instructional techniques.
6. Knowledge of safety rules including accident causation and prevention.
7. Communication skills to effectively communicate internally and externally, both orally and in writing.
8. Verbal skills to communicate effectively with officials, supervisors, co-workers, and public.
9. Reading skills to comprehend and interpret journals, industry specific periodicals, product/manufacturer specifications, and related technical information and data.
10. Writing skills to take field notes; write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
11. Math skills to perform calculations (add, subtract, multiply, divide).
12. Computer skills to operate computers and maintain files.
13. Skills in organizing, prioritizing, and sequencing projects and tasks.
14. Ability to clearly communicate information both verbally and in writing.
15. Ability to deal with stressful situations and effectively handle complaints.
16. Ability to handle situations with compassion, empathy, and patience.
17. Ability to work independently or as part of a team in a fast paced, rapidly changing environment where work priorities change frequently.
18. Ability to analyze situations, problem solve, and exercise good judgment.
19. Ability to prepare and maintain accurate documentation and files.
20. Ability to learn and implement new technology.
21. Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with minimum direction.
22. Ability to work with minimum supervision.
23. Ability to communication tools like phone, web chat, remote access, and in person.
24. Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
25. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; college coursework in child development and/or an associate's degree in early childhood education, development, or related field from an accredited college is preferred.
2. Minimum of one (1) year of practical work experience in a childcare environment; experience in pre-school and elementary-level education is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license; must be insurable and provide proof of insurance.
4. Possess Child Development Associate (CDA) or Child Development Certificate (CDC) certification.
5. Ability to obtain and maintain cardio-pulmonary resuscitation (CPR) and First Aid certifications.
6. Ability to work non-standard hours.
7. Ability to travel as required.
8. Ability to pass a pre-employment background check and physical, TB skin-test, and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.