

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

JOB DESCRIPTION

Job Title: 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; Pre-K Program Director

Subordinate Staff: Teacher Assistant; Teacher Aide

Internal Contacts: All SEARPDC Departments

External Contacts: Head Start Program Offices; Local City Schools; Local Education Agencies (LEA); Hatch Early Learning Technology; Alabama Department of Human Resources (DHR); Department of Early Childhood Education (DECE); Department of Early Childhood Assessment (DECA)

Job Summary

Under the general supervision of the Center Director, the employee performs a range of tasks and duties associated with teaching students enrolled in the program aligned with Head Start Early Learning Framework. These tasks and duties include, but are not limited to, planning appropriate class lessons, programs, and activities, teaching program students, assisting students with daily life skills, supervising students, ensuring student safety, establishing and maintaining an effective teaching and learning environment, supporting the social and emotional development of children, observing students,

providing social and emotional support for students, maintaining constant supervision of children in classroom and all other areas, handling student discipline promptly and in accordance with established policies, communicating student information with parents, making home visits with parents, documenting and reporting, ensuring all program components meet DHR guidelines and Head Start performance standards, participating in school management and being responsible for the overall school program, cleaning and sanitizing teaching areas, performing effective cardio-pulmonary resuscitation (CPR) and First Aid when needed, supervising Teacher Assistants, Substitutes, and Teacher Aides, and attending training and development workshops, staff meetings and pre-service and in-service meetings. 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: Teaching. Employee performs a wide range of teaching tasks and duties associated with the effective education and development of students in the program.

1. Prepares lesson plans, programs, and activities for students.
2. Teaches utilizing lesson plans, Head Start, DHR guidelines, and other teaching standards and guides.
3. Manages classroom and supervises students.
4. Observes student activities, interactions, and behaviors.
5. Assists students with learning daily life skills.
6. Establishes and maintains an effective learning environment for students.
7. Interacts with local education agencies.
8. Makes home visits with student parents; conducts parent-teacher conferences when needed.
9. Ensures student safety.

ESSENTIAL FUNCTION: Reporting and Documenting. Employee prepares and submits all required reports associated with the program; documents student development and progress, parent communications and interactions and other program activities.

1. Prepares and submits all required reports associated with teaching and managing the classroom.
2. Documents student progress and performance; documents performance or achievement problems; communicates student performance with parents.

ESSENTIAL FUNCTION: Supervision. Employee supervises Substitutes, Teacher Assistants, and Teacher Aides.

1. Supervises Teacher Assistants, Substitutes, and other assigned staff.
2. Makes job and task assignments.
3. Monitors work performance; provides regular feedback to subordinates.
4. Corrects unacceptable or poor performance using SEARPDC policies.
5. Informally and formally evaluates subordinate work performance.
6. Reviews subordinate requests for leave.

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, DHR, Head Start, and Center rules, performance standards, regulations, policies, and procedures.
2. *Knowledge of safety rules including accident causation and prevention.
3. Knowledge of effective teaching methods and practices for young children.
4. Communication skills to effectively communicate internally and externally, both orally and in writing.
5. Verbal skills to effectively communicate effectively with co-workers, subordinates, supervisors, and parents.
6. Writing skills to develop professional reports using correct English, grammar, punctuation, and spelling.
7. Reading skills to understand and interpret state (DHR), federal (Head Start) and SEARPDC directives, procedures, and instructions.
8. Math skills to perform basic mathematical calculations.
9. Supervisory skills to effectively direct subordinates.
10. Ability to prepare effective lesson plans in accordance with established guidelines and procedures.
11. Ability to effectively teach young children.
12. Ability to establish an effective and safe learning environment.
13. Ability to prepare all required reports.
14. Ability to document student progress and accomplishments.
15. Ability to document student challenges and problems and to find effective ways to overcome these issues.
16. Ability to effectively interact with parents concerning student progress and challenges.
17. Ability to effectively supervise subordinate employees.
18. Ability to use computers and office productivity software.
19. Ability to maintain professional attitude.
20. Ability to use a cellular and multiline telephone.
21. Ability to deal with all contacts in a courteous and patient manner.

22. Ability to handle dynamic situations in a calm and courteous manner.
23. Ability to prioritize work projects and multi-task.
24. Ability to work with little or no supervision.
25. Ability to drive.

Minimum Qualifications

1. Possess an associate's degree in early childhood education or child development from an accredited college.
2. Possess Child Development Associate (CDA) or Child Development Certificate (CDC) certification.
3. Minimum of one (1) year of work experience in early childhood education or childcare.
4. Prefer experience in teaching young children.
5. Possess a current and valid driver's license; must be insurable.
6. Ability to perform effective cardio-pulmonary resuscitation (CPR) and First Aid procedures when required.
7. Ability to pass a tuberculosis testing/screening examination.
8. Ability to work non-standard hours or overtime when required.
9. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

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.