

"Assisting family successes through excellence in comprehensive early education and developmental services."

Job Title: Teacher – Head Start		Exempt
Grade Level: G-6	Division: Direct Care	Non-Exempt
SALARY: Minimum \$13.46/hr.	Midpoint - \$16.83/hr.	Maximum -\$20.19/hr.

Minimum Requirements

- Bachelor’s Degree in Early Childhood Education or closely related field.
- Previous classroom experience teaching preschool children or EC - 4.
- Must demonstrate excellent written and verbal communication skills & be able to interact professionally with adults.
- Have working knowledge of human behavior and have expressive and receptive language abilities.
- Ability to incorporate creativity with learning experiences.
- Computer proficiency required. Enjoy daily contact with children.
- Must be able to pass a pre-employment and/or periodic physical examination, TB skin test, and a complete background check every 24 months.

Physical Requirements

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to walk at a fast pace for extended periods of time.
- Participate and incorporate brisk ten (10) minute walks with children into daily routine/lesson plans.
- Must be able to stand for extended periods of time.
- Ability to lift/carry up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Must be able frequently to twist, turn, kneel, bend and stoop multiple times per day.
- Must be able to perform physical activities with children.
- Must be able to monitor children’s safety in all activities.

Responsibilities:

- Plan and implement daily learning experiences that advance the intellectual and physical growth and development of children to improve readiness for school;
- Create and maintain a safe, healthy learning environment;
- Include activities that support the social and emotional development of children;
- Utilize a predetermined curriculum and incorporate the Head Start content areas of health, nutrition and parent involvement.
- Constantly observe children and maintain child assessment records.
- Develop activities and use technology to promote creative expression.
- Implement indoor & outdoor activities that encourage and promote physical development.
- Provide learning experiences that promote cognitive development.
- Incorporate activities that promote language and communication development.
- Establish and maintain positive ongoing communications with each child and their family through home visits and parent conferences as required.
- Contribute to the development and maintenance of IDP and resource materials.
- Supervise and guide children during mealtime, hand washing, toileting, rest periods, and play activities.
- Instruct, direct and observe teacher assistants and volunteers in classroom activities.
- Conduct all responsibilities as required under Head Start Performance Standards and Child Care Licensing Minimum standards.
- Participate in staff development activities, in-service training and workshops to meet training requirements and to achieve mastery of core competencies.

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- Ensure that children's work/play areas are maintained in a safe, sanitary and orderly condition.
- Other related duties as assigned.

BENEFITS PACKAGE INCLUDES:

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee's earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee's contribution up to 2% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

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ACKNOWLEDGEMENT:

I have received a copy of my job description. My signature below acknowledges that I understand the requirements and expectations for this position.

Employee (Print) _____

Employee Signature _____ Date _____