

SOUTHERN UTE COMMUNITY ACTION PROGRAMS, INC.

JOB DESCRIPTION

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| <u>JOB TITLE:</u> | <u>TEACHER</u> |
| <u>REPORTS TO:</u> | Education Coordinator |
| <u>SUPERVISES:</u> | Generally not a supervisory position |
| <u>EMPLOYEE STATUS:</u> | Regular/Full-time/Hourly |

POSITION SUMMARY: To provide a safe, fun and stimulating learning environment for pre-school children ages three to five. Provide experiences which foster the development of positive self-esteem and support children's individual strengths. Communicate effectively with parents and support family strengths. Team teaches in classroom of 16-20 children.

ESSENTIAL DUTIES AND RESPONSIBILITIES: These are the most significant performance factors involved with this position and they will be the principal factors on which the employee will be evaluated:

1. Expand the child's ability to learn and grow in his/her environment by doing the following:
 - a. Helping children develop the ability to effectively handle feelings and to get along with others, making it possible for them to cope with present and future circumstances; teach and model pro-social behavior.
 - b. Providing stimulation and developing materials and activities that will promote children's gross motor, fine motor, sensory development and healthy social-emotional growth.
 - c. Providing adequate experiences for children's cognitive and language development in preparation for their school and life experience.
 - d. Providing a safe, healthy, and well-managed learning environment so that children will have a comfortable learning and growing experience.
 - e. Providing experiences and giving responses that create an atmosphere of acceptance, support, and encouragement which fosters the development of a positive self-concept and children's individual strengths.
2. Occasionally a child who has not yet been picked up will remain after program hours. Teachers will follow established steps specified in Authorized Child Pick-up Procedure. PM (afternoon) teachers **must** remain with the child until he/she has been picked up.
3. Apply developmentally appropriate best practice in the classroom.
4. Ensure that educational aspects of other Head Start service areas are integrated into daily educational plans (Health, Safety, Mental Health, etc.).
5. Provide a balance of staff directed and student directed activities.
6. Working as a team with co-teacher, prepare daily, written plans generally following the posted schedule.
7. Maintain accurate daily attendance and meal records.
8. Develop positive relationships with parents, supporting their strengths and acknowledging the parents' role as the experts on their child.
9. Maintain current and continuous classroom records including, but not limited to: individual child skill mastery, child assessment, anecdotal notes and observations.
10. Relate positively with co-teacher and other Center staff to acquire necessary resources,

- process conflicts and join in common tasks which support the overall Center program.
11. Actively continue educational growth through classes, courses and trainings. Continuously pursue a minimum of an AA in Early Childhood Education.
 12. Attend meetings and trainings required by the Supervisor and participate fully, respectfully and constructively.
 13. Maintain professional conduct at all times while representing the Center.
 14. Develop an Individual Education Plan for each child that is based on parent input, results of observations, screening and assessment results.
 15. Ensure full inclusion of all children with special needs.
 16. Actively participate in a minimum of three (3) evening Center events.
 17. Perform a minimum of two home visits and two parent/teacher meetings per each child in the assigned classroom, per year.
 18. Responsible for tracking and documenting in-kind occurring in program area.
 19. Responsible for monitoring volunteers assigned to program area.
 20. Regular, dependable attendance is a critical performance factor to ensure consistent, high quality services to children and families.
 21. Willingly perform other related duties as assigned by the Supervisor.

QUALIFICATIONS:

1. High School Diploma or GED required.
2. Holds current CDA, AA or BA in Early Childhood or closely related field.
3. Must be willing to continue pursuit of higher education in Early Childhood Education.
4. Two years experience in an early childhood education program required.
5. Must be able to work cooperatively with co-workers, supervisors, children and parents.
6. Must pass medical and TB exam; Criminal History and Child Abuse/Neglect background checks.
7. Must have or obtain current CPR, 1st Aid and Food Handlers certification and thereafter maintain current thereafter.
8. Must have valid Colorado driver's license and proof of insurance.

PREFERRED QUALIFICATIONS:

1. Previous Head Start experience.
2. Experience working in a multi-cultural setting.

LANGUAGE SKILLS:

1. Ability to communicate clearly and accurately, verbally and in writing.

MATHEMATICAL SKILLS:

1. Possesses basic math skills.

REASONING ABILITY:

1. Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.
2. Ability to establish and maintain effective, supportive and respectful relationships with children, parents, staff, consultants and the public.

PHYSICAL ENVIRONMENT:

1. Ability to lift a minimum of 30 pounds is required.
2. Position requires standing, sitting and kneeling.

WORK ENVIRONMENT:

1. Work is performed in an educational setting with some exposure to illnesses, stress and frequent interruptions.
2. The noise level in the environment is moderate.
3. Frequent communication with employees, children, parents and others on a daily basis, including telephone as well as face to face interaction.

CODE OF ETHICS:

Must be willing to accept and adopt the Code of Ethics required of all Head Start/Early Head Start employees.

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of the position and satisfy the expectation for regular attendance.

This job description does not constitute a contract of employment.

Signature _____ Date _____