

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: TEACHER – EARLY HEAD START

BASIC FUNCTION:

Under the general supervision of the Education Services Manager and the guidance of the Lead or Master Teacher, function as the primary care giver to assigned children six weeks through three years of age; promote each child's growth and development by planning and implementing developmentally appropriate experiences; create an environment in which children can develop personal relationships, experiment, make choices, solve problems, and develop age-appropriate social and self-help skills. Plan and participate in parent education and parent involvement activities. Work to maintain a clean, safe, and orderly physical environment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Exercise supervisory duties in accordance with Child Development Teacher Permit. Provide input for evaluation of assigned teachers. Provide guidance, modeling and support to assigned teachers. Provide or arrange for training as needed.

Work with an assigned group of infants/toddlers; assess the individual needs, strengths, and interests regularly. Plan and provide age and developmentally appropriate activities and experiences designed for all areas of a child's development. Prepare and provide materials that are concrete, real and relevant to the children and their interests; prepare the environment for children to learn through active exploration and interaction with adults, other children, and materials. Respond quickly and directly to children's needs, desires and verbal and non-verbal messages adapting the response to the children's differing styles and abilities. Facilitate the development of self-esteem, trust and autonomy by expressing respect, acceptance, and comfort for children. Take care of all aspects of children's personal needs.

In accordance with prescribed time schedules, administer initial developmental and other screenings of all assigned children. In collaboration with the parent, develop appropriate goals and objectives for each child. Conduct on-going assessment of each child's growth and development and update each child's goals and objectives regularly.

Utilize developmental screening and observation to identify children who may need additional services; inform Lead/Master Teacher of the potential need. Participate in case management meetings, child study team meetings, IFSP meetings and other related activities. Incorporate IFSP goals and objectives into the center program. Cooperate with speech therapists, physical therapists, psychologists, and other ancillary support persons.

Promote parent involvement in the child's education and well being. Provide training and guidance for parent and other volunteers; Make a minimum of two home visits with each child's family and hold a minimum of two parent conferences each year. Communicate

regularly with parents utilizing newsletters, classroom activity calendars, and other means. Assist parents to organize and implement parent activities; encourage, facilitate, and support parental involvement in all aspects of the Early Head Start Program. Assist with transition to Head Start or other child care or school placement.

Assist at meal and snack time by preparing and setting up tables, place food in appropriate containers for family style service, sit and eat with children modeling good manners and healthy food choices; guide children in clean up activities following meals and snacks.

Prepare and maintain accurate records, including child observation, individualization, lesson plans, attendance, lunch count, parent participation, in-kind contributions, and others as directed, using proper spelling and accurate calculations.

Meet daily with teaching team. Attend case conferences, parent conferences, home visits, center meetings, case reviews, IFSP/IEP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Carry out authorized emergency and safety procedures and administer first aid.

Comply with State of California Health and Welfare Codes including Title 22; Head Start Performance Standards; YCOE Head Start/Early Head Start policies and procedures, and other applicable state and federal regulations.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Infant/toddler growth and development.
- Head Start Performance Standards and Outcomes.
- Developmentally Appropriate Practice.

ABILITY TO:

- Plan, organize and supervise an infant/toddler classroom.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain records accurately and in a timely manner.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- AA or higher in ECE or related field, + 3 units supervised field experience **OR** 24 units ECE/CD units including core courses + 16 GE units.
- Experience with infant/toddlers in a group setting.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Possess or eligible for Child Development Teacher Permit.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver’s license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Lifting children weighing up to thirty-five (35) pounds.
Bending at the waist, kneeling or crouching to maintain direct eye contact with children six weeks through three-years-old.
Sit on the floor and/or preschool chairs.
Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

HAZARDS:

Exposure to bodily fluids and infectious diseases.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval