

Teacher, Head Start (HS)

Purpose Statement

The job of Teacher, Head Start (HS) is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students (ages three through five) within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Site Coordinator HS/EHS

Essential Functions

Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.

Administers developmental testing programs, subject specific assessments, etc. (e.g. extend children's learning by asking open ended questions and making suggestions that stimulate children's thinking; respond directly to children's needs, desires, and verbal and non-verbal messages adapting the response to the children's different styles and abilities, etc.) for the purpose of assessing student competency levels and/or developing individual learning plans.

Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.

Assesses student progress towards objectives, expectations, and/or goals (e.g. develop appropriate goals and objectives for each child toward the achievement of Head Start outcomes, conduct on-going assessment of each child's growth and development, update each child's goals, etc.) for the purpose of providing feedback to students, parents and administration.

Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of school improvement plans.

Develops child goals and objectives based upon child assessments for the purpose of implementing strategies in alignment with program school readiness goals.

Directs associate teachers, student interns, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.

Facilitates preschool students' learning (e.g. art, science, music, housekeeping, story time, movement activities, etc.) for the purpose of improving the students' academic success and transition to elementary school.

Implements parent education program (e.g. orientation, small group discussions, resources, home visits, conferences, etc.) for the purpose of encouraging parent involvement and providing leadership to the program.

Manages student behavior for the purpose of providing a safe and optimal learning environment.

Models conversation, manners, clean-up activities, listening skills, etc. (e.g. 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; guides children in clean-up activities following meals and snacks, etc.) for the purpose of demonstrating appropriate social and interpersonal behavior.

Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.

Monitors the safety and supervision of children (e.g. visual supervision of children at all times at assigned site(s), following general safety rules, etc.) for the purpose of ensuring a safe environment for children.

Participates in a variety of meetings (e.g. attend case conferences, parent conferences, home visits, IEP/IFSP meetings, staff meetings, in-service and pre-service meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of written materials and forms (e.g. attendance, anecdotal records, newsletters, classroom activity calendars, etc.) for the purpose of documenting student progress and meeting mandated requirements; providing information to parents/families on school readiness goals.

Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.

Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, emergency situations, etc.) for the purpose of resolving issues, including safety concerns, and/or directing to appropriate person for resolution.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Completion of Associate's Degree required.

Required Testing:

Pre-Employment Health Screening
Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Child Development Teacher Permit
Pediatric CPR/First Aid Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance
Proof of Influenza, Pertussis & Measles Immunizations

FLSA Status

Non Exempt

Approval Date

6/29/2018

Salary Grade

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