

I. JOB TITLE: Center Teacher

II. JOB DESCRIPTION:

This is a professional teaching and supervisory position responsible for child development and school readiness, center management, social services, and family engagement activities, as well as supervision of center staff (teacher assistant, cook, special service aide, volunteer, etc.) The Center Teacher is directly responsible to the Education Specialist.

III. EXAMPLES OF WORK PERFORMED AND CONDITIONS:

- a. Plans, executes, directs, and evaluates developmental experiences of the children.
- b. Manages operation of the center within authority delegated by the Program Director.
- c. Orients, trains, and supervises all center staff members and classroom or center volunteer workers.
- d. Authorizes commitment of project funds for operation of the center within authority delegated by the Program Director, and certifies to the Program Director receipt of items and services for which payment is requested by a supplier of the center.
- e. Maintains or supervises the maintenance of records which pertain to the center or to the program and which are located in the center.
- f. Manages project property located in the center.
- g. Engages in learning and developmental experiences with parents, and otherwise participates with parents in center and program-related activities.
- h. Publicizes and explains the Head Start Program to citizens, organizations, and agencies in the county in which the center is located.
- i. Identifies and refers to appropriate officials, children who may need individualized professional consideration beyond that available at the center with respect to some aspects of their growth and development.
- j. Make visits at the home of each child to increase his/her understanding of each child's family and home environment, and to increase parental understanding of, and engagement in, the child's developmental experiences and the Head Start Program, (minimally 2 visits per family per year).
- k. Provide opportunities for parent participation in Family Day activities, Policy Council, parent-developed activities, etc.
- l. Presents philosophy and nature of the Head Start Program to Head Start families and to citizens, agencies, and organizations in the community.
- m. Provides comprehensive services to limited English proficient children and their families (including services to promote acquisition of the English language.)
- n. Identifies prospective program participants.
- o. Assists in the recruitment and selection of program participants.

- p. May enroll or assist in the enrollment of program participants as directed by the Education Specialist.
- q. Assists Head Start families to obtain goods and services, which they need to improve their family's life or standard of living.
- r. Establishes and maintains strong, positive relationships between Head Start families and the Head Start center staff and program.
- s. May assist in establishing and maintaining a volunteer worker program.
- t. May assist families and the Head Start Health Specialist in insuring that Head Start children receive proper medical and dental care.
- u. Engages in pre-service and in-service training as directed by the Education Specialist, Professional Development Specialist, or Program Director.
- v. Needs to be able to lift 40-50 pounds.
- w. Required to obtain/maintain a CDA (Child Development Associate) or the equivalent as determined by the Director.
- x. Required to maintain current health requirements of an annual T.B. Tine and physical exam.
- y. Performs other duties as may be assigned by the Education Specialist or the Program Director.

IV. QUALIFICATIONS:

- a. An associate, baccalaureate or advanced degree in early childhood education.
- b. An associate, baccalaureate or advanced degree and coursework related to ECE with experience teaching preschool children.
- c. Must have strong skills in the following: verbal/written communication, computer applications, time management, organization, recordkeeping, and teamwork. Must be willing to continue formal education as necessary.
- d. Must be able to successfully pass criminal background screening.

V. SALARY ENTRY LEVEL: Chart II