

Position: Teacher (Associate Degree)

Job Status: Grade 9, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Should possess an Associate Degree in Early Childhood Education
- Must have two (2) years experience in working directly with preschool children
- Must work in collaboration with the assistant teacher or team teacher and program staff to enhance the parent's role as the principal influence on the child's education and development
- Must have knowledge of developmentally appropriate practices for preschool children
- Must possess the ability to communicate effectively and relate positively to children, parents, staff and volunteers in a diverse environment
- Must have the ability to adjust to varied situations, demands and new instructional concepts
- Must have knowledge of basic clerical tasks such as record keeping, filing, copying, etc.
- Must be currently enrolled in the Child Care Division of the Criminal History Registry and have FBI fingerprinting clearance
- Must have First Aid and CPR certification
- Must have completed Mantoux tuberculosis (TB) skin test or recent negative chest x-ray and a statement from a health care provider that the individual does not pose a risk to others

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- Must be able to lift 25 pounds without limitations

College Credits

When college credit is required for EOAC Head Start/Early Head Start staff, the following applies:

- College credit must be earned from an accredited institution of higher education
- One college semester credit equals 1.5 college quarter credit
- Early childhood education (ECE) credit is coursework with content closely related to child development requirements and predominantly addresses children ages birth to eight
- Staff requirements for an associate degree allow any “two year” community or technical college degree of 90 quarter credits or more, including degrees as designated as AA or AAS
- Equivalent degrees and credentials from other states and countries are accepted

III. Specific Responsibilities:

1. Contributes to the development of communication, mutual respect, mutual support, competence, and creativity among all members of the EOAC Head Start and Early Head Start staff
2. Provide leadership and support to assistant teacher(s)
3. In collaboration with other center staff, supports and participates in ongoing recruitment efforts to ensure full enrollment
4. Plans and develops a daily schedule of classroom routines and activities. Prepare and implements lesson plans in accordance with the EOAC Head Start program Service plan and policies and procedures. Provides an integrated, child centered, comprehensive curriculum and multicultural environment, which meets the needs of every child, including those with disabilities
5. Interacts positively with all children to support their individual learning and meets their emotional needs
6. Collaborates with Assistant Teacher or Team Teacher to prepare and organize the classroom and classroom materials in accordance with the planned classroom program

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7. Communicates regularly and respectfully with families and involves them in the educational program. Encourages and supports families in working toward goals they have set for themselves. Collaborates with center staff in planning and facilitating family events/meetings. When working with diverse populations, accesses interpreters as needed
8. Conducts three hours of educational planning meetings annually with each child's family
9. Completes written observations of individual children throughout the year. Develops a learning plan for each child within 90 days of child's entry into program. Maintain complete confidential records for each child
10. Administer or ensure that a standardized screening tool is completed for every child within 45 days of the child's entry into the classroom
11. Assist with planning, preparation and serving of snacks and meals; participates in and facilitates mealtime service, and joins children at the table for support and conversation
12. Teaches and oversees health habits in the classroom, i.e. hand washing, tooth brushing, etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards. Works in collaboration with Mental Health Professionals and Health Manager as needed
13. Must make use of museums, libraries, artists, poets, writers, storytellers, musicians, and community theater groups to help children appreciate and enjoy diverse cultures
14. Assist with recruitment and training of family/community volunteers to participate in the classroom. Must meet non-federal in-kind quota for classroom
15. Participates in interdisciplinary planning for children and families to include staffing, multidisciplinary teams, individual education plans and other cross component content efforts
16. Participate in EOAC Head Start/Early Head Start in-service staff trainings, staff meetings, and other education opportunities to gain knowledge and skills throughout the year
17. Works in collaboration with Assistant Teacher, families and center staff to ensure smooth transitions for children and families to enter the classroom and between Head start and Kindergarten
18. Responsible to keep self-informed of ongoing program changes and updates

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19. Responsible for locating qualified classroom substitute to work in classroom when self or assistant will be absent from work
20. Must immediately report violations of Personnel Policies and Procedures, Day Care Minimum Standards, or other guidelines governing the Head Start and Early Head Start Programs to the Center Director, Early Childhood Specialist, Administrative Services Manager or Head Start Director
21. Must comply with mandatory reporting requirements for suspected child abuse and/or neglect
22. Assures confidentiality of records and privileged information at all times
23. Reports to work at scheduled times and maintain a good attendance record
24. Other duties as assigned

Immediate Supervisor: **Site Manager**
Secondary Supervisor: **Early Childhood Specialist**

Date of Approval _____