

# Missouri Ozarks Community Action

06/2021 gm

<b>Job title</b>	<i>EARLY HEAD START TEACHER</i>	<b>Grade</b>	8	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>AREA/SITE SUPERVISOR</i>	<b>Step</b>		<b>Unit</b>	HEAD START

## Job purpose

Instructs children in activities designed to promote social and emotional, physical, and intellectual growth with a focus on school readiness. This position is supervised by the Area/Site Supervisor.

## Duties and responsibilities

### Job Specific, EHS Teacher:

1. Directs activities of the classroom and ensures daily activities are planned (indoor and outdoor), center/classroom is opened and closed daily, and center/classroom is staffed properly.
2. Plans individual and group activities to stimulate growth in language, social, emotional, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
3. Provides activities to teach children of health and safety including the practices of personal cleanliness, brushing teeth and self-care.
4. Help children develop self-help skills.
5. Actively involved with serving and eating meals with children, modeling appropriate table manners, and holding conversations.
6. Ensures that weekly nutritional and health activities are planned and provided.
7. Prepares lesson plan two weeks in advance with the assistance of staff and families.
8. Arranges appropriate field trips for children, following field trip procedures.
9. Ensures all screenings and follow-ups are complete and documented on enrolled children.
10. Follow procedure for making necessary referrals, follow-up and documentation.
11. Plans goals, with assistance from staff and Early Head Start Families, and incorporates weekly routines and experiences in the lesson plan that assists in achieving the goals, ensuring that IEP goals are included as applicable.
12. Establishes goals with parent input for each child and maintains adequate development assessment documentation.
13. Assures two in-home visits and two parent/teacher conferences are made by classroom staff for each enrolled child.
14. Communicate regularly with parents, regarding their child's progress
15. Uses positive reinforcement and promotes positive self-esteem, when working with the children, families and staff members.
16. Documents, records and informs staff of observations and information they have been privy to and which might affect a child in the Head Start Program.
17. Helps to ensure that child incident, child health concerns, and child abuse and neglect reports are submitted, as needed, utilizing agency website.
18. Has an understanding of Child Outcomes and procedures, to include but not limited to, the current ongoing development assessment program used by MOCA Head Start.

### Job Specific, area of Family Advocacy:

19. Assist families in acquiring medical and dental services.
20. Establish and maintain accurate health and social services records for each family.
21. Assist families to identify interests, concerns and strengths.
22. Support families to develop skills needed to achieve their goals.
23. Ensure delivery of parenting curriculum opportunities two or more times per program year.
24. Follow procedures for making necessary referrals, follow-up and documentation.
25. Assist families in accessing a current directory of community resources.
26. Link families to community providers
27. Assist parents in conducting meetings and functioning as a committee.
28. Coordinate and/or conduct education opportunities for parents and volunteers.
29. Ensures needed forms are completed and entered into the data tracking system.
30. Provides an atmosphere that promotes and reinforces parental engagement. Modeling appropriate behavior and positive guidance techniques
31. Provides and Maintains appropriate welcoming environment and atmosphere where infants and toddlers are accepted and respected as individuals

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### Job Specific, Supervisory:

32. Directly supervises respective center/classroom staff.
33. Trains new employees in areas such as agency policy, department procedures, and agency or Head Start regulations.
34. Responsible for training employees, planning, assigning and directing work. Appraising performance, addressing complaints and resolving problems.
35. Demonstrates teaching techniques and recommends changes for improvement.
36. Issues written and oral instructions, and follows through to ensure completeness/compliance.
37. Evaluates performance of classroom staff, as applicable, consulting with Area/Site Supervisor.
38. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
39. Monitors and follows compliance of Performance Standards within assigned center/classroom.
40. Provides and monitors weekly data entry of observations/documentation.
41. Approves work procedures, prepares work schedules, and expedites workflow in center/classroom.
42. Approves classroom staff leave, time sheets, and travel vouchers and submit to Area/Site Supervisor within appropriate time frame.
43. Ensures center meets licensing requirements, assists licensing representative, if applicable.
44. Completes and submits reports as required by the agency.
45. Monitor the cleanliness and safety of the classroom and equipment, submitting maintenance requests and purchase requisitions as necessary.
46. Evaluates center/classroom supplies and submits purchase requisition as necessary to supervisor
47. Participates/leads in weekly staff meetings and distributes minutes for staff that are not in attendance.
48. Maintains communication with Area/Site Supervisor, informing/discussing issues as applicable.

### General Duties:

49. Monitors and assists staff with child recruitment, ensuring that the classrooms maintain full enrollment with an adequate waitlist.
50. Monitors and assists staff recruiting prospective families and volunteers for Head Start.
51. Assist with recruiting, training and directing activities of volunteers.
52. Assists with parent, families and community in obtaining in-kind contributions for the center.
53. Participates in staff meetings, or obtain meeting information, and attends trainings as needed.
54. Participates in the annual self-assessment process.
55. Shares janitorial responsibility duties on site/center for the purpose of maintaining a clean, safe working environment inside and out for all.
56. Perform other duties and tasks as assigned or needed.

## Integrity

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Attend all staff meetings and required trainings.
8. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
9. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
10. Reports to work area ready to begin work at the assigned time.

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### Preferred Qualifications

1. Associates Degree in Early Childhood Education or Early Childhood related field with training or course work in infant and toddler.
2. 6 months experience similar to duties required of this position.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

### Minimum requirements

1. High School Diploma or GED and a CDA (Child Development Associate Credential) or have an AA in Early Childhood Education or comparable degree with training or course work in infant and toddler
2. Ability to communicate effectively in both written and oral form.
3. Possess basic math skills.
4. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
5. Continuous and ongoing pursuit of improved education and credentials of this position.
6. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
7. Obtain and/or maintain First Aid and CPR certification.
8. Demonstrate dependable transportation, current insurance, and valid driver's license.
9. A current physical examination including a TB test. (within 30 days of employment)
10. Able to travel out of area on occasion for training; trips of two to five days.

### Direct reports

Not applicable

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## Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

## Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	

*Policy Council approval: May 2021*