



CLASSROOM TEACHER

TITLE OF POSITION: Classroom Teacher

CONTENT AREA: Early Childhood Education and Health Services

IMMEDIATE SUPERVISOR: Early Learning Coordinator

WORKING HOURS: 40 hours a week (according to program needs)

MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES:

EARLY CHILDHOOD EDUCATION AND HEALTH SERVICES

1304.20 Child Health and Development

- Completes developmental screenings within 45 calendar days of program entry.
- Implements services for children with observable and suspected developmental problems.
- Observe and record children's developmental progress, changes in physical appearance, emotional and behavioral patterns.

1304.21 Education and Early Childhood Development

- Provides a balanced child development environment based on individual learning styles and family compositions with respect to both the independent and inclusive needs of all children.
- Provides parents with opportunities to become actively involved in curriculum development, ongoing planning and observation skills discussed at home visits and parent teacher conferences.
- Provides a socially and emotionally supportive environment through establishing a secure and consistent environment with respect to individual and family backgrounds and children's needs.
- Provides for each child's cognitive and language development using strategies that promote exploration, self-expression and interaction.
- Provides an environment for emergent literacy and language opportunities relevant to developmental levels.
- Provides equipment, materials, space and supervision to promote physical development.
- Implements a curriculum that supports individual patterns of learning and promotes social and cognitive skill building through integration of education, health, mental health and nutrition activities in both small and individual groupings.
- Uses a variety of strategies that support children's developmental progress based on the observations and ongoing assessment of each child.
- Generates and uses data on program and child outcomes to enhance Head Start program effectiveness.

1304.22 Child Health and Safety

- Maintains documented practice of emergency procedures in classrooms.
- Demonstrates good safety and hygiene practices.
- Maintains written documentation on administering medication and behavioral changes and handles and stores medications according to program policies.
- Inventories and maintains first aid kits that are available at all times.

1304.23 Child Health and Nutrition

- Promotes dental hygiene in the classrooms.
- Provides and participates in family style meals that allows sufficient time for eating.
- Provides encouragement to children to try new foods.
- Provides nutrition-related activities to children.

1304.24 Child Mental Health

- Promotes children's mental health in all classroom environments and activities.
- Implements practices responsive to identified behavioral and mental health concerns of an individual child or group of children.
- Communicates with parents about their child's behavior by discussing appropriate responses to behaviors, providing nurturing relationships and environments, and referrals for appropriate interventions.

FAMILY AND COMMUNITY PARTNERSHIPS**1304.40 Family Partnerships**

- Develop collaborative partnerships with parents to establish mutual trust.
- Assists families by acting as a liaison to resource program support staff and/or community agencies.
- Assist with continuous assessment and appropriate response to the needs of Head Start families, including follow-up.
- Provides opportunities for parents to observe and participate in classroom activities.
- Provide two Home Visits and two Parent Conferences per year to enhance the parent's knowledge and understanding of educational and developmental progress of children.

1304.41 Community Partnerships

- Coordinates with parents and public schools to provide transition services to children.

PROGRAM DESIGN AND MANAGEMENT**1304.50 Program Governance**

- Introduces and actively recruits families for Policy Council and Parent Committees and ensures classroom representation.

1304.51 Management Systems and Procedures

- Establishes and maintains an effective record keeping system for documenting outcomes and service delivery to children.
- Demonstrates confidentiality in all Head Start matters.
- Actively participates in the annual program Self-Assessment.

1304.52 Human Resource Management

- Abides by the agency standards of conduct as described in the Performance Standards and Personnel Policies.
- Demonstrates a team approach in establish classroom partnerships with coworkers.
- Demonstrates a commitment to life-long learning in developing and following through a Professional Development Plan.

1304.53 Facilities, Materials, and Equipment

- Provides ongoing monitoring with health, safety, and developmental needs of children in mind.
- Arranges and stores equipment, materials and furniture to meet the needs of children.
- Arranges physical environment into functional areas that meets licensing requirements.

1305.8 Attendance

- Document child absences and patterns and initiate follow-up procedures for unexcused absences.

1308.4 Disabilities Service Plan

- Provides children with disabilities all educational services in an inclusive setting as determined by their IEP.

QUALIFICATIONS:

- Must have a valid driver's license, adequate car insurance and reliable transportation.
- Must have both of the following:
 - Meets DCFS Licensing Standards for qualifications for Early Childhood Teachers; and
 - At least an Associate's Degree or Bachelor's Degree in Early Childhood Education or related field from an accredited College or University, equivalent coursework, or otherwise meet the requirements of Section 648(a)(3)(B) of the Head Start Act.

SPECIAL KNOWLEDGE AND SKILL REQUIREMENTS:

- The ability to work with disadvantaged and low-income families.
- The ability to communicate effectively through the use of good English language and grammar, both written & verbal.
- The ability to maintain proper documentation.
- The ability to work in partnership with co-teachers and other Head Start staff.
- The ability to physically interact with children, including stand, walk, sit, bend down to a child's level, sit on the floor with children, respond to a child's quick & frequent movements.

RECRUITMENT AND SELECTION:

- The Early Childhood Services Manager shall actively recruit for the position of Classroom Teacher.
- The selection of the Classroom Teacher shall be based upon qualifications and experience as well as suitability to the Head Start Program.

SALARY RANGES AND INCREASES:

- The Classroom Teacher salary shall be based upon experience, education and comparable to similar positions in the communities served.

My signature indicates that I have received a copy of this job description and accept responsibility for performing the above-mentioned job duties.

Employee Signature _____ **Date** _____