



Description: Early Head Start (Infant/Toddler) Teacher**Department: Early Learning Program****Reports To: Education Coordinator****Supervises: Classroom Education Staff****Starting Salary: Level 1-\$20.37/hour Level 2-\$23.32/hour**

40 hours per week (year round)

Full benefit package (starting the 1st of the month after 30 days)

403B day one, match up to 7%

Accrued sick time

Accrued vacation time

3 personal days

Tuition reimbursement for qualifying courses

Professional development opportunities

17 holidays including your birthday

Federal loan forgiveness (after 10 yrs. with the agency)

18% discount on qualifying cell phone bills

OnSite Work Only

Job Summary

This is work at the supervisory level in the instruction and guidance of children in ACE's Early Learning Program. Work involves responsibility for the day to day planning and operation of an infant/toddler classroom including supervision of the Teacher Assistant/Aide and oversight of the classroom support staff in the performance of classroom duties. The Teacher provides a safe and healthy learning environment; develops and implements classroom curriculum to provide learning opportunities to meet individual child goals; performs ongoing assessment on child progress; and facilitates the transition to preschool..

This position encourages parent involvement in all aspects of the program; schedules educational home visits and parent teacher conferences; and works in partnership with parents to promote their child's social, emotional, physical, and cognitive development. This position requires general knowledge and ability to work with individuals or groups of diverse cultures, varying abilities and linguistic preferences to perform duties as assigned.

Essential Job Responsibilities

- Demonstrates a strong working knowledge of Head Start philosophy, federal Performance Standards, and child care center regulations
- Supervises/mentors the Teacher Assistant /Aide assigned to the classroom. Provides information, support, and resources to build skills and improve child outcomes
- Conducts and documents "Emergency Plan" training for the classroom team annually
- Implements the Creative Curriculum which reflects Head Start Performance Standards, parental and cultural influences, and promotes the social, emotional, physical and cognitive development of

preschool children.

- Develops and implements classroom curriculum to provide developmentally and culturally and linguistically appropriate opportunities to meet individual child goals
- Creates weekly lesson plans and schedules addressing individual goals for children ensuring for a safe and healthy learning environment
- Follows a consistent schedule that provides for choice, small and large group experiences, music and movement, large and small motor activities, opportunities for skill development, meals and effective transitions between activities
- Completes developmental and social-emotional screenings, with parent input, to determine individual needs of the child and refers for further screening/assessment, if necessary
- Collects necessary documentation to complete child assessments three times a year and uses results to inform individuation and lesson planning.
- Observes and documents children's behavior, assesses progress and needs, and prepares records and reports as required
- Conducts two home visits and two parent-teacher conferences per school year. Works with parents to set educational goals for their child and strengthen their role as the child's first and most important teacher. Discusses child progress/challenges with parents on a periodic basis and recommends appropriate action.
- Consistently maintains and promotes open and honest relationships with the classroom team, parents, community members and other ACE staff members. Respects the capabilities and cultural differences of others
- Working with the classroom team, serves children meals in accordance with food service guidelines.
- Maintains a developmentally appropriate classroom environment, including organization of space and material storage.
- With supervisor's guidance, provides leadership and direction to teaching assistants, aides, practicum students and volunteers,
- Enters and tracks data in the COPA data management system. Maintains complete and accurate required child files, forms and records within required timelines. Prepares comprehensive reports as requested.
- Works with supervisor to set goals for professional development. Participates in training, self-assessment and classroom/staff meetings as required
- Maintains strict confidentiality of the programs children, families and staff in accordance with established policies and procedures.
- Functions as a mandated reporter reporting any allegations of alleged child abuse/neglect to appropriate Child Welfare Agency
- Works with the ERSEA Coordinator to develop & implement recruitment strategies. Actively recruits for all program options on an ongoing basis
- Participates in staff meetings to discuss methods of program operation, evaluation and improvement in areas such as lesson plans, child guidance and parental involvement.
- Facilitates transfers from the Early Learning Program to the school district in collaboration with kindergarten teachers
- Works to understand the children's special needs and accepts individual differences . Actively participates in planning with Special Services and management staff and community professionals to meet those needs.
- Engages in the active supervision of children at all times, ensuring no child is left unattended.
- Keeps children safe by creating and maintaining a Culture of Safety that engages people in identifying safety concerns and working with others to improve strategies used in homes and in centers
- Respects and responds appropriately to the culture, language, values, abilities and family structure of all children, families and staff members
- Maintains a developmentally appropriate and culturally & linguistically responsive classroom

environment

- Maintains regular job attendance and adherence to working hours.
- Participates actively in opportunities for continuous professional development
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Knowledge and use of best practices to engage in positive supportive conversations and interactions with young children
- Knowledge and use of best practices for integrating family engagement in positive behavior interventions and supports.
- Ability to recognize and use sensitivity in addressing individual differences
- Ability to recognize cultural differences and use sensitivity in dealing with cultural issues.
- Ability to apply developmentally appropriate and cultural and linguistic responsive practices for young children in the classroom, playground and bus settings
- Knowledge of the physical, social and emotional needs of children and of educational experiences which will further the child's social interpretation and the socialization process.
- Ability to interpret rules, regulations, policies and procedures as they relate to classroom operation
- Ability to plan, organize and direct the work of the classroom team
- Ability to express ideas effectively both orally and in writing.
- Knowledge of First Aid and CPR through coursework, certification and maintenance of credentials.
- Basic computer skills including data entry, email for communication purposes, and Google Drive.

Required Education/Experience

Level 1: Associate's Degree in Early Childhood Education -OR- an Associate's or Bachelor's degree in an unrelated field plus 15 credits in early childhood education or a CDA credential (specific to the age group) - **AND** - a minimum of 3 years classroom experience with children birth through 5

Level 2: a Bachelor's or advanced Degree in Early Childhood Education from an accredited college or university -OR- a Bachelor's or advanced Degree from an accredited college or university and coursework equivalent to a major relating to early childhood/infant & toddler education, with experience with children from birth - 5 years old- State Awarded Certificate to teach in a preschool program preferred.

Valid Driver's License and automobile insurance required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Possible exposure to blood and bodily fluids or tissues; Possible exposure to communicable diseases; Tasks that involve handling implements or utensils, use of public or shared bathroom facilities or telephones. Job requires sitting for a long period of time (during planning and reporting) and standing for long periods of time (during observations and training), as well as stooping, squatting, and kneeling. A moderate amount of driving is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, talk, hear and use hands and fingers to operate and handle keyboards and office and/or classroom equipment. The employee is occasionally required to walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. There is occasional lifting and/or moving items 25 pounds or less.

Non-Discrimination Statement

ACE provides equal employment opportunities to all employees and applicants for employment in every location in which the Agency has facilities. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local laws governing nondiscrimination in employment. The Agency will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

ACE is a Drug Free Workplace.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____