

## JOB DESCRIPTION

**JOB TITLE**     **Teacher**

**LAST UPDATE: October 2014**

**REPORTS TO: Site Manager**

**CLASSIFICATION: Non-exempt**

### **POSITION SUMMARY:**

Monitors, observes, and provides primary care given to infants and toddlers up to three years of age to ensure a safe, healthy and attractive environment in accordance with Early Head Start (EHS) regulations.

The teacher provides high quality, comprehensive and developmentally appropriate instruction to infants and toddlers in a safe, nurturing, and cognitively stimulating classroom environment that is planned to meet the individual needs of each child. The teacher creates and maintains a partnership with parents that promotes their role as first teachers of their children and encourages the parent to participate in the curriculum and instructional strategies in the classroom as a volunteer or as an observer.

### **ESSENTIAL DUTIES:**

#### **Classroom Environment**

1. Maintains an orderly classroom environment.
2. Utilizes the family and culture of the children to create and maintain a child and family focused learning atmosphere.
3. Rotates the materials and equipment to provide variety and stimulation for the children.
4. Assures developmentally appropriate classroom materials, supplies and equipment is available for ages of children in the classroom.
5. Maintains safe classroom by assuring all toys, materials and equipment are working properly for children at all times.
6. Maintain staff-child ratio at all times.

#### **Maintain Safe Environments**

1. Detects and reports signs of illness, discomfort and unusual behavior of children to parents and Site Director.
2. Reports suspected abuse/neglect to the appropriate agencies in a timely manner and according to the policies and procedures established by C4NC.
3. Conducts daily checks of the classroom and play yard utilizing the assigned forms and report any items needing further attention to the Site Director
4. Follows policies and procedures for cleaning and sanitizing toys and materials in the classroom on a daily basis.
5. Follows policies and procedures for hand washing, diapering, and minimizing spreading of germs.
6. Follows policies and procedures for handling bodily fluids.
7. Understands and demonstrates proper storage and administration of medications and first aid.
8. Follows policies and procedures for proper food handling during snacks, meals, and bottle feedings.
9. Utilizes good oral care routines with the children according to their age.
10. Conducts a daily health check upon arrival and departure of child.

#### **Instructional Planning**

1. Conducts the ASQ and ASQ-SE Questionnaire Screening within 45 days of child's first day in the classroom and utilizes the results of the assessment and screening to plan educational services to the children and shares results with other pertinent staff.
2. Based on the results of the ASE screenings, may refer children to Part C-Early Intervention Program with parental consent for further evaluation.
3. Conducts the assessments related to the Creative Curriculum and utilizes results to plan the individual instruction for each child.
4. Utilizes the Creative Curriculum as the foundation for the instruction of the children.
5. Prepares daily and weekly lesson plans for each child using Teaching Strategies Gold and submits them to the Site Director for review and approval on designated day of each week.

6. Develops a daily schedule for the classroom that includes transition routines, and child-led activities balanced with teacher led activities.
7. Follows program curriculum providing developmentally and linguistically appropriate experiences appropriate to age, language and culture of children served
8. Includes daily math and science emerging skills and knowledge in the instruction plans for each child.
9. Includes daily book experiences with each child to encourage emerging literacy skills and knowledge.
10. Utilizes play and language as the primary medium of instruction and interaction with the children.
11. Maintains an inclusive environment for children with special needs and adapts the classroom as needed.
12. Maintains awareness of a child's IFSP and its relationship to the instructional plan for the child.
13. Utilizes meal time as an instructional opportunity with the children, to include sitting and eating with children modeling good manners and healthy food choices, and guide children in clean-up activities following meals and snacks.
14. Schedules and conducts formal parent-teacher conferences a minimum of twice a year to solicit input in the curriculum and instructional plans for the children.

#### **Promoting Social and Emotional Development of Children**

1. Provides supervision and care for an assigned group of infants/toddlers by quickly responding to and directing each child's needs, desires, and verbal or non-verbal messages to promote self-esteem, trust and autonomy by expressing respect, acceptance, and comfort for children.
2. Utilizes positive guidance and redirection for children and follows the policies and procedures regarding child behavior management.
3. Establishes and follows routines for children to develop a consistent and dependable environment for the children.
4. Implements continuity of care by adding skills and knowledge of the ages and development of the children in their group to be able to "grow" with them until they reach the age of 36 months.
5. Shares concerns and observations, with appropriate resource staff and follows up on action to be taken.

#### **Professional Development**

1. Participates in all trainings provided by C4NC
2. Attends required trainings to maintain licensing (e.g. First Aid, CPR, Shaken Baby, SIDS, Brain Development and others as required by licensing).
3. Enrolls in and completes required CDA training within specified timeframe.
4. Maintains current and active CDA certification.
5. Enrolls in college classes to obtain an AA in Child Development or a BA in Child Development.
6. Seeks and participates in classes, and workshops on own time to further develop skills and knowledge related to job functions and duties.
7. Maintains a current record of all training completed related to infant and toddler development.
8. Submits to HR files all records of training completed on a timely basis

#### **Other**

1. Conducts a minimum of two home visits a year to share and exchange information with parents about their child's progress and development.
2. Prepares a daily report for parents to share information about the child's experiences in the classroom.
3. Promotes the activities of the center and Early Head Start with parents, encourages their participation
4. Follows the dress code and safety rules to minimize accidents
5. Maintains confidentiality of the children and parents
6. Maintains attendance goals and enter information into database, make appropriate contact with parents when absences occur, ensuring absence slips are prepared and retained, and referring irregular attendance issues to assigned Family Support Services.
7. Maintains records of child progress, concerns, and observations and shares with resource staff, site director, and parents as necessary.
8. Maintains daily CACFP records.
9. Manages time records on daily basis.

10. Prepares and maintains accurate records, including child observation and portfolios, individualization, parent and volunteer participation, in-kind contributions, and others as directed to ensure proper spelling, accurate calculations, timely, and up-to-date records in accordance with EHS confidentiality policies and procedures.
11. Schedules and/or attends case conferences, parent conferences, case reviews, IFSP meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed, including continuing education planning and participation in CPR and First Aid certification.
12. Performs other duties as required.

**EDUCATION:**

- Minimum Education: High School Diploma and experience working with young children (e.g., infant and toddlers in a child care setting)
- Current Child Development Associate in Infant Toddler Care
- Or AA in Child Development, Early Childhood or Family Studies with emphasis on infant and toddler development.
- Or BA in Child Development or Early Childhood Preferred and willingness to focus on infant/toddler development in training and professional development opportunities

**EXPERIENCE:**

- Must have at least one (1 years experience in infant/child care and development in a child care setting, or related child development experience

**SKILLS:**

- Must treat children with respect and exhibit patience and understanding in responding to the needs and different developmental stages and moods exhibited by children
- Must be familiar with basic principles of child care, child safety, child development and goal setting
- Must be professional and courteous in all interactions as defined in Early Head Start's mission statement
- Must be able to maintain to a high-level of confidentiality
- Must have a good working knowledge of computer applications of Word, email, data entry, excel
- Must have good interpersonal, organizational, and communication (both written and oral) skills
- Bilingual ability in English and Spanish preferred

**SPECIAL LICENSES OR OTHER REQUIREMENTS:**

- Must possess an Infant/Toddler CDA and maintain it current during employment with C4NC
- Complete Pediatric First Aid and CPR certification as provided by C4NC
- Must have access to transportation for conducting home visits
- A valid Texas Driver's License preferred
- Must have insurance and a clear/clean driving record (if use personal vehicle)
- Must pass a physical examination and tuberculosis screening as scheduled on a continual basis
- Must satisfactory complete random drug and alcohol screening
- Must complete and clear a criminal background check

**PHYSICAL REQUIREMENTS:**

Refer to Physical Requirements form for EHS Teacher

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For any employee who occupies or may occupy this position, this job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Additionally, this document does not create an employment contract, implied or otherwise.

I have reviewed this job description with my supervisor. I fully understand the duties and responsibilities of the job and my supervisor's expectations of my performance in this job. I am able and willing to perform all duties as outlined.

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Employee's Signature

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Date

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Supervisor's Signature

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Date