

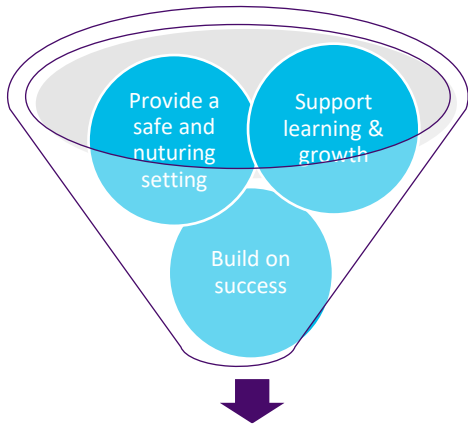


Job Description

Early Head Start Teacher

Developing the Minds of Children

What does Early Head Start Teacher do?



Execute effective support strategies that include regular classroom observation, mentoring and training to **support learning and growth** for both children and their families to ensure that we are meeting Head Start Standards as well as all agencies policies.

Provide a safe and nurturing setting that promotes social, emotional, physical, and cognitive development while maintaining a consistent, yet flexible routine to help children feel safe and in control. Encourages parent involvement necessary to sustain forward momentum with all clients.

Provide quality child development that engages parents in their children’s learning and helps parents in making progress toward their own educational, literacy, and employment goal that will **build on success** and foster consistent delivery of service.

What BEHAVIORS are necessary for success?

- ☺ Plan and carry out developmentally appropriate activities and experiences for infant and toddlers that advance all areas of children’s development based on High Scope.
- ☺ Assistance with maintaining records as required (i.e., daily enrollment, attendance, In-kind, CACFP).
- ☺ Coordinate the planning and implementation of daily lesson plans that incorporate parent input, the child’s individual goals, and progress.
- ☺ Implements the High Scope curriculum.
- ☺ Conduct and record on-going assessment of children through Brigance screenings, observations, and anecdotal notes which are input into (COR).
- ☺ Maintain an appropriate and engaging classroom environment. Be actively engaged with the children throughout the daily routine. Promote positive adult/child interactions that foster children’s development.
- ☺ Plan and conduct a minimum of two parent/teacher conferences and two home visits in accordance with Head Start Performance Standards.
- ☺ Ensure confidentiality protocols are met within the department.
- ☺ Attend department and agency meetings and trainings as required including a minimum of 16 hours of professional development per program year.
- ☺ Perform work in a professional manner that upholds COTS policies and procedures.

What does SUCCESS look like?

Your Results:

- ✓ Each team member has the training and tools needed to do their job well.
- ✓ Teachers are fully engaged with the children, one-on-one and in groups.
- ✓ Teachers tailor their interactions with each child in ways that support and respond to the child’s individual needs.
- ✓ Teachers are engaging with parents to ensure successful collaboration with Early Head Start program.
- ✓ Teaching teams learn from each other and incorporate successful ideas into their own practice.

You contribute to your team’s success by increasing knowledge and skills through professional development,

What else do you need to know?

Base Job Requirements:

- CDA, AA, AS in Early Childhood Education or Child Development
- Experience teaching in an early childhood setting working with infants and toddlers
- Experience High Scope Curriculum
- Approved DHS Child Abuse Clearance
- Approved alcohol/drug screening
- Approved ICHAT clearance
- Must meet all requirements of the State of Michigan Child Care Licensing Guidelines
- Valid Driver’s License

☺ Cleans, sterilizes, and stores toys and equipment daily.	EEO Category:	FLSA Status:
	Employee Signature:	Date: