Capital Area Community Services, Inc.

**Job Description**

**Title:**  Teacher (Early Head Start) **Department:** Education

**Reports To:** Education Supervisor  **FLSA:** Non-Exempt

**Supervises:** N/A **Updated:** 08/24/2022

**Job Summary**

Provide children with a rich learning environment and varied experiences based upon their developmental level to help them develop socially, intellectually, physically, and emotionally. Screen and assess children for development of appropriate programming and referrals. Communicate with parents regarding their child’s progress and involve family members in the classroom program. Maintain compliance with requirements and standards, including required documentation.

**Qualifications**

**Education:**

Infant Toddler CDA

**Experience:**

A minimum of one year of related experience in education or child development is preferred

**Position Duties/Responsibilities**

Establish a classroom learning environment that provides a rich array of learning opportunities based upon the developmental levels of the children and is clean, safe, and attractive. Maintain an environment that is conducive to learning. Engage in active supervision at all times. Plan classroom activities that are culturally sensitive that involve and challenge children with disabilities and at all developmental levels.

Develop an ongoing weekly individualization plan for each child based on needs and strengths identified through screening, assessment, with input from specialists and parents.

Conduct and manage required child assessments, anecdotal notes, documentation and reporting of child outcomes, IEP’s, developmental screenings, etc.

Supervise all meal and snack service/activities following CACFP guidelines.

Develop and implement written weekly lesson plans and provide an organized program according to the identified curriculum.

Submit assessments, home visits, and paperwork for all departments on time.

Maintain child records, lesson plans, and inventory of equipment and materials.

Assure that parent and volunteer in-kind forms are completed and submitted in a timely manner.

Provide leadership and training to other classroom staff.

Communicate regularly with supervisor regarding any changes in classroom activities, child’s status, work schedule, supply and equipment needs, or any issues or concerns.

Complete at least two home visits and two parent-teacher conferences per year, per child, to involve parents in understanding their child’s developmental needs and progress, and to identify other child and family needs.

Communicate with the Family Advocate on a regular basis related to full classroom enrollment and consistent attendance.

Work in a team environment with other teachers and support staff to achieve educational goals and to provide high quality comprehensive programming.

Assist in planning, supporting, and executing parent and family events or trainings such as Family Activity Nights, FSC trainings, Family Fun Nights, etc. Assist with parent engagement efforts and activities and encourage family participation in the program.

**Duties/Responsibilities of all Head Start Staff**

Follow all Head Start Performance Standards, Michigan Child Care Licensing Regulations, and all other federal, state, and local regulations.

Adhere to CACS Personnel Policies and Procedures and Mission Statement

Communicate clearly and accurately when writing and speaking. Maintain professional confidentiality.

Share information with the administrative team, supervisor, and/or support staff regarding areas of success and/or concern.

Participate in meetings to provide input regarding special and to assist in developing plans to meet those needs.

Attend all required meetings, conferences, trainings, etc.

Participate in Program Quality Assurance and Self-Assessment efforts.

Work openly and cooperatively in a team effort approach. Work at any site with any staff. Contribute ideas and efforts towards common goals. Help build and maintain positive attitude, trust, and team spirit.

Personal appearance must be neat and appropriate.

**Physical Requirements**

Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

Always interact with children in an appropriate and safe manner.

Follow universal safety precautions.

*The above describes the general nature and level of work performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be performed by such person. Other duties may be assigned.*

*Must satisfactorily pass federal criminal history check with fingerprinting, physical exam and TB assessment, and drug screen at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures.*

*Capital Area Community Services, Inc. is an Equal Opportunity Employer. We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.*