POSITION SPECIFICATION

POSITION TITLE: **Teacher**
POSITION CLASSIFICATION: **Non-Exempt Employee**
SALARY RANGE: **$17.95 – $19.01 per hour**

QUALIFICATIONS:

Bachelor's degree preferred including 24 credits in Early Childhood Education with child day care teaching experience preferred or Associate's degree in Early Childhood Education with a plan of study to complete Bachelors. Experience supervising staff preferred. Clearance from New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as a pre-employment physical and Tuberculin screening and every two years thereafter.

POSITION SUMMARY:

Work as a member of the team to provide quality services to preschool-aged children and their families enrolled in the program by promoting the social, emotional, physical, and cognitive development of the children and encouraging parent involvement. Work closely with the Teacher Assistant to provide a nurturing, safe, and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). Monitor and develop individual and group goals for children based on assessment results. Actively participate in transition activities. Indirectly supervise the Teacher Assistant, (Classroom Aide, parents, and/or volunteers) in collaboration with the Education Coordinator. **Not eligible for remote work due to the nature of the position.**

SUPERVISOR:

The Teacher is directly responsible to the Education Coordinator, Head Start Director and Assistant Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Move quickly in order to respond to children who are very active and may need assistance to ensure their safety as well as the safety of others. Lift or assist with lifting children in excess of 50 pounds.
3. Follow OCFS Day Care licensing regulations, agency policies, and procedures, as well as, Head Start Performance Standards.
    - If necessary, serve in the capacity of Center Director to meet OCFS Daycare requirements.
4. Establish a learning environment that is stimulating, fosters independence, supports language development, nurtures self-esteem, and meets the individual needs of the children consistent with the Creative Curriculum.
    - Administer all screenings and assessments within the designated timelines.
    - Analyze and utilize outcomes to assess individual and group needs, taking into consideration special needs, specific interests, strengths, and concerns. Create lesson plans and implement learning experiences to improve the school readiness of children.
    - Develop and implement a consistent daily schedule, which meets the individual needs of the children and includes a balance of: small and large group experiences, child and adult-initiated activities, quiet and active activities, choice time, music and movement, large and small motor activities and meals with effective transitions between activities.
5. Promote parent involvement in all aspects of Head Start.

6. Supervise children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in the classroom, outdoor play areas, and on field trips to assure that all children are properly supervised and that no child will ever be left alone.
7. Follow the agency's policy as a mandated reporter of child abuse/maltreatment.
8. Maintain current MAT (Medical Administration Training) certification.
9. Ensure that classroom activities are developmentally appropriate, support social/emotional development, and are carried out in a safe environment(s) that meets both OCFS and Head Start regulations/standards.
10. Be a role model to children, Teacher Assistants, parents, and volunteers in all areas of the classroom.
11. Adhere to designated timelines and complete all forms/reports required by the Education Coordinator, Director, and other appropriate personnel.
12. Develop and implement virtual learning experiences for children and families that follow the lesson plan requirements, Creative Curriculum, and supplemental curricula.
13. Complete home visits with families, at a minimum of twice per year, and more often as necessary. Complete home visits for children with extended absences that feature learning activities consistent with the curriculum and School Readiness Goals.

GENERAL RESPONSIBILITIES:

1. Handle emergency situations calmly and is able to give clear directions.
2. Work independently and as a member of a team.
3. Set up classroom/office, which may require lifting and/or assisting with moving heavy and/or bulky objects. Walk, climb stairs, bend, squat, and sit in child-sized chairs without difficulty.
4. Attend center and program functions/training to include but not limited to staff meetings, staff/family conferences, service area meetings, pre-service, and in-service training. Expected to attend occasional events that are held out-of-county, overnight, and/or during the evening. Pursue professional development
5. In collaboration with the Education Coordinator, supervise classroom staff and volunteers to include but not limited to, suggestions for developmentally appropriate interaction with young children that promotes growth and development.
6. Assist with 90-day evaluation and/or yearly performance appraisal of the Assistant Teacher and/or Classroom Aide.
7. Communicate and work with other staff (Family Advocate, Nurse, etc.) to assist families in meeting their needs (i.e. physical, emotional, nutritional, etc.) through referral to the appropriate agency.
8. Collaborate with other service providers for children with special needs, such as routine team meetings, developing and implementing behavior plans, and attending Committee for Preschool Special Education (CPSE) meetings.
9. Collaborate with public school officials to arrange for transition activities.
10. Collaborate with community agencies/partners for field trips, classroom visitations, etc...
11. Fill in for the bus monitor in their absence on a rotating schedule with other staff.
12. Demonstrate the adult behavior indicators as outlined in CLASS, scoring at or above the minimum threshold scores for Emotional Support (4 6), Classroom Organization (6), and Instructional Support (3).
13. Complete daily cleaning and sanitizing requirements, as outlined in the OCFS regulations.

This job description is not intended to be all-inclusive. The Teacher will perform other reasonably related business tasks/duties as assigned by the Education Coordinator, Head Start Assistant Director, Head Start Director, and/or as assigned in the Education Guide.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023