

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
EARLY HEAD START
Job Description

Date: November 2010 _____
Exposure Determination Category 2

Salary Grade 1-4
Chart # 2

Job Title: Infant/Toddler Teacher

Reports To: Site Facilitator/Education Supervisor

General Function: Implement the education and parent involvement objectives through daily operation of center in accordance with Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF) Early Head Start Performance Standards and state licensing, and National Association for the Education of Young Children's Accreditation.

Typical Duties and Responsibilities:

1. Establish a classroom structure implementing program curriculum, developmentally appropriate practices and maintain a safe, healthy, and nurturing education environment that ensures a quality child development program.
2. Translate communication between program, child and family using family's primary language when appropriate.
3. Interact in a skilled, respectful and sensitive manner to strengthen families as the primary nurturers of their children through improved parenting skills, emotional well-being, and progress toward family goals.
4. Partner with families and communicate to provide children with education, health and nutritional services to enhance their growth and development (i.e. lab, center contacts, home visits, parent/teacher conference and parent and meetings).
5. Provide a well-managed program that supports regular communication, program documentation and team goals.
6. Effectively use, inventory and maintain materials, supplies, equipment, facilities and grounds.
7. Provide individualized training of support staff with support of management team and participate in development of employee development plans.
8. Recruit eligible children to ensure full enrollment.
9. Encourage community involvement and support for the program documented by non-federal match.
10. Maintain standards of confidentiality regarding program, children, families and staff.
11. Participate and contribute to the support of a quality program through participation in team meetings and program assessment.
12. Performs other duties as assigned.

Scope of Position:

- Reports to Education Supervisor and is indirectly supervised by assistant Director.
- Receives moderate supervision.
- Work is delineated by performance standards, written plans and current policies and curriculum.
- Supervise 3-5 support staff.
- Work is evaluated by outcomes produced.
- Position has financial impact, which includes petty cash, parent fund, purchase orders and optimum use of resources and development of in-kind.
- Typically includes quality experiences in classroom, communication with and support of parents, find solutions for children's poor attendance, problem solving and team development.
- Model positive regard for program in the community.
- Advocate for children and families in the community.

- Typically contacts are with children and families and all levels of staff and external contacts are with community in support of the program.
- Develop a team approach with family advocates to support family growth.
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Knowledge, Skills and Technical Abilities:

- One year college in Early Childhood classes.
- Must obtain a CDA within two years of hire and an Associates degree in Early Childhood within four years of hire.
- AA degree in Early Childhood, experience with care and education of children 0-5 is preferred.
- Requires proficient level of communication skills oral and written, teamwork and managing conflict, as well as the ability to prioritize or organize own job responsibilities.
- Experience in working with families from various ethnic backgrounds is preferred.
- Basic level of computer knowledge is required.
- Valid driver’s license with good driving record and insured vehicle.
- Current CPR and First Aid card.
- Complete 40 contact hours of education annually in subject matter related to position.

Working Conditions:

- Classroom 75%
- Off-site home visits, training, meetings and community interactions 25%
- Requires a high energy level and the ability to meet deadlines.
- Occasional out-of-town travel for training.
- Will work some evenings and weekend meetings and training.

Major Accountabilities:

1. Children have grown socially, emotionally, cognitively and physically.
2. Responsible for a facility that meets local, state, federal and NAEYC accreditation requirements.
3. Ensure that parents are an integral part of the program, giving input into curriculum.
4. Effective management of center, documentation and reports in a timely manner.
5. Safe and healthy environment for children.
6. Regular communication with management team, center team, other staff and parents.
7. Use and encouragement of volunteers and community to meet the non-federal match assigned to center.

Physical Requirements:

1. Must complete health physical upon entry to program and yearly health screenings.
2. Must be able to move about, getting up and down from floor play with children.
3. Must be able to lift 50 lbs.
4. Physically able to perform job

Grade: 1 Infant Toddler CDA

Grade: 2 AA in Early Childhood education or related field with 6 courses of Early Childhood.

Grade: 3 BA in related field with 6 courses of Early Childhood .

Grade: 4 BA in Early Childhood.

Approved by: _____, Human Resources _____ Date

Approved by: _____, Program Director _____ Date