

**Job Title:** Early Head Start Teacher

**Pay Grade:**

**Reports to:** Early Head Start Campus Director (EHSCD) **Date Revised:** 04/09/15

---

**Primary Purpose:**

Under the direction of the Early Head Start Campus Director, assists in overseeing and directing the planning, organizing, and implementation of education services for children, in addition to full-time classroom teacher duties which includes developing and implementing individual educational plans for children.

**Qualifications:**

**Education/Certification:**

Master's Degree in Early Childhood Education or Child Development; or  
Bachelor's Degree in Early Care/ Early Childhood Education or child development; or  
Associates Degree in a related field, Family & Child Studies, elementary education, with at least 12 credit hours in early childhood education; or  
Age Appropriate CDA or State equivalent credential

**Special Knowledge/Skills:**

Must have knowledge and experience in the philosophy and practices of Head Start (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education

Must show emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience and good personal hygiene

**Additional Requirements:**

Proof of a physical examination within the last six months, which includes a tuberculosis test  
Comply with background checks as required by the Agency and/or DCFS licensing

**Major Responsibilities and Duties:**

1. Participate in grantee and delegate component pre-service training; Implement curricula in the classroom
2. Perform the functions of this position with a strong understanding of the Early Head Start Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices for infants and toddlers
3. Actively participates with age appropriate interactions and classrooms activities such as free play, and floor time, may include diaper changing, formula preparation and follow procedures to receive and discharge the children
4. Cooperate with other staff and classroom groups to maintain the smooth functioning of the Early Head Start Campus, which at times may require changes to meet the needs of the children
5. Follows established program curriculum, procedures, and service plans. Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and a developmental assessment, completed as per Early Head Start procedure
6. Use home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations

7. Eat with and assist children in development of social and self-help skills, and sound nutritional practices (family meal style)
8. Administer educational screenings, identify, and refer children with potential high risk of health, disabilities or behavioral concerns. Meet with needed personal to exchange information pertinent to the identification and services of children with disabilities
9. Meet with the mental health consultant monthly to discuss mental health needs of children
10. Guide children's acquisition of social skills, language and cognitive development
11. Attend staff trainings, meetings, and parent meetings as requested
12. Works with Teachers, Teacher Assistants and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities
13. Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored
14. Use the playground as an extension of the classroom; assures that the playground is safe
15. Assist in conducting the daily health and environment checklist
16. Assist in implementing children's I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan) seeking clarification for any aspects that are not well understood
17. Assist in recruiting and orienting volunteers, providing them with guidance as needed
18. Complete and submit required forms and records in a timely and accurate fashion, e.g., lesson plans, time sheets, meal reports etc.
19. Oversight:
  - a. Review lesson plans, schedules, room arrangements and portfolio assessments to assure their accordance with standards requirements
  - b. Attend pre-service and monthly in-service training sessions staff
  - c. Identify and prioritize materials and equipment needed in classrooms and playgrounds, and coordinate with director in making purchases
  - d. Coordinate the transition of children to Kindergarten and/or child care programs
20. Assure that files are complete, accurate, and confidentially maintained
21. Perform other duties, as may be required

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by \_\_\_\_\_

Date \_\_\_\_\_

---

