
# JOB DESCRIPTION

## Teacher

Under the supervision of the assigned site supervisor, the teacher shall be responsible to:

1. Carry out the goals, policies, and activities designed to implement the Head Start and/or state preschool educational objectives and performance standards.
2. Effectively supervise children at all times.
3. Train, supervise, and conduct timely performance reviews of the assigned assistant teacher and/or classroom aide. Conduct positive progressive intervention as needed and prepare timely related documentation.
4. Prepare and implement daily and weekly lesson plans. Maintain narrative records on each child, including anecdotal records, IEP/Profile, attendance, and meal counts. Documentation of home visits and parent conferences as needed.
5. Maintain an ordered arrangement, appearance, decor, and learning environment of the classroom in cooperation with other staff and make suggestions to the site supervisor regarding instructional materials and equipment necessary to carry out the program.
6. Plan and carry out open-ended activities for different levels of development and multicultural diversity and inclusion of children enrolled in his/her class.
7. Make required visits to the home of each child enrolled in the class to gain input for child’s goals and share progress.
8. Prepare and assist in implementing Family Nights as delegated by site supervisor.
9. Attend staff and parent meetings and in-service training, including Teaching Pyramid.
10. Plan and implement parent and volunteer participation in the classroom; prepare and distribute notes to parents concerning the instructional program.
11. Participate in recruitment of Head Start children.
12. Contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
13. Other duties as assigned.

**EMPLOYMENT STANDARDS**

**Required Education and Experience:**

* Minimum of one-year recent work experience teaching preschool-age children.
* Minimum of an associate degree in child development or early childhood education (ECE) or in a \*related field with coursework equivalent to a major relating to early childhood education and a minimum of a state-awarded child development **associate teacher permit** or California children’s center permit.

**Alternate Education Qualifications**

* A bachelor’s or advanced degree in an **unrelated field** with coursework equivalent to a major relating to early childhood education is acceptable along with a minimum of a state-awarded child development **teacher permit**.

***Those hired without the minimum state-awarded child development permit must qualify and apply within 60 days of hire, renew prior to expiration, and maintain active as a condition of employment.***

*\*Related fields are defined as: human development, liberal arts, psychology, sociology, home economics, nutrition, special education, general education, or health education, and with coursework equivalent to a major in early childhood education. A degree in a* *related field must include the following four courses: child/human growth & development; child/family & community or child and family relations; programs/curriculum; and supervised field experience in ECE/CD setting.*

**Preferred Criteria**: A bachelor’s degree in child development or ECE or in a \*related field with coursework equivalent to a major relating to early childhood education **and** a minimum of a state-awarded child development **associate teacher permit.** Bilingual capability (English/Spanish, English/Vietnamese or English/Chinese).

**Knowledge and Abilities:** Requires fluent English language skills. Ability to determine cognitive, social, and physical needs of children and communicate verbally and in writing. Ability to maintain confidentiality. Sensitive to needs of low-income families, multicultural beliefs and practices, and ability to relate to children/parents/community. Ability to work with high-risk families and provide necessary support. Ability to work as a cooperative team member with center staff. Ability to effectively supervise and provide leadership to assistant teachers and classroom aides. Ability to handle the responsibilities and routine stress often associated with childcare. Flexibility and ability to implement a developmentally and culturally appropriate early childhood program. Able to observe, see, hear, and respond to children’s needs, emergencies, & conflicts.

**Physical Abilities:** Ability to see at normal distance. Hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs as part of daily center activities. Use hands and fingers to fill out required forms. Ability to safely lift or assist children weighing up to 40 pounds in emergency situations only. Ability to reach a child 30 feet away within 30 seconds without danger to the staff person’s health. Ability to safely drive own or company vehicle.

**License or Other Requirements:** Must have access to a dependable auto with appropriate insurance coverage and equipped with seat belts and possess a valid state of California driver’s license. Must hold current Pediatric CPR and First Aid certificate and renew prior to expiration. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired. Mandated Reporter.