

**EASTERN PLAINS COMMUNITY ACTION AGENCY**  
**HEAD START JOB DESCRIPTION**  
**TEACHER**

**General Description:**

The Teacher is responsible for supervision and management of a classroom in accordance with policies, procedures, regulations, and guidelines. Primary duties include daily classroom operation, supervision of assigned staff and volunteers, maintenance of appropriate learning environment, rapport with parents, and utilization of available resources.

**Supervision:**

The Teacher's immediate supervisor is the Site Supervisor, but he/she also receives guidance from the Program Specialist.

**Essential Functions- The employee is responsible for the following:**

1. Maintain an appropriate multicultural learning environment:
  - a. Implement and support the development of developmentally appropriate activities that promote participation regardless of ability.
  - b. Prepare developmentally appropriate and effective lesson plans that provide for individualized education.
  - c. Maintain/arrange effective classroom environment.
  - d. Prepare supplies, materials, etc. in advance of lesson presentation.
  - e. Requisition needed materials in advance.
  - f. Utilize classroom volunteers, substitutes, transition aides, and Foster Grandparents effectively.
  - g. Implement literacy activities.
2. Maintain effective behavior/classroom management:
  - a. Involve children in the development and implementation of consistent and developmentally appropriate rules of conduct.
  - b. Implement your knowledge of children's development milestones and realistic expectations of children's behavior to promote social competence.
  - c. Observe atypical behaviors through use of C-14a anecdotal records and arrange for referral, evaluation, and prompt follow-up as appropriate.
  - d. Utilize techniques and strategies presented through trainings.
3. Conduct observations and developmental screenings and utilize the information to design individualized program plans to meet children's needs.
  - a. Complete developmental screening instruments according to schedule on staff calendars.
  - b. Develop IPP's and include these on lesson plan - update them frequently.
4. Develop and maintain an effective relationship with families:
  - a. Encourage and support parent involvement in all aspects of the program.
  - b. Conduct effective home visits, parent/teacher conferences and other family contacts.
  - c. Work with center staff and Content Area Manager to assist families in identifying needs and determining family strengths and goals.
5. Provide opportunities for parents to develop skills to enhance their role as the primary educator:

- a. Assist in implementing an effective parent training plan
  - b. Involve parents in the children's educational activities including classroom activities, home activities, and supporting any new parent initiatives etc.
6. Establish and maintain working partnerships with community resources and professionals and advocate for program, staff, parents, and families.
  7. Participate in the delivery of health services to enrolled children and their families including immunizations, screenings, follow-up services parent training on related topics, and helping families to secure ongoing care, and input data into computerized tracking system.
  8. Utilize established health and safety practices including safety and sanitation procedures, first aid, medication and emergency procedures, health and safety checklist, fire drills, disaster preparedness drill, etc.
  9. Implement ongoing progressive transition practices.
  10. Participate in recruitment procedures, identifying eligible families and assisting with the application process.
  11. Participate in the development and implementation of Individualized Education Plans (IEP) or Individualized Family Service Plans (IFSP) for children with disabilities.
  12. Implement established nutrition practices including the CACFP Nutrition Activities, and oversight of meals.
  13. Implement Literacy activities including serving as a Mentor/Coach when assigned ensuring that literacy, math, science and approaches to learning activities are included in classroom activities.
  14. Implement established mental health practices including but not limited to referrals, and ensuring proper documentation is completed.
  15. Maintain files, correspondence, ADA'S and other documents as required and check child files on a monthly basis.
  16. Ensure proper maintenance of assigned program equipment and vehicles.
  17. Personnel management:
    - a. Supervise associate Teacher and provide support and guidance as necessary to ensure quality operation of assigned classroom.
    - b. Participate in staff performance evaluations.
    - c. Ensure that associate Teacher is knowledgeable about all classroom duties.
    - d. Provide input for staff training needs and assist in the orientation and training of new staff.
    - e. Observe individual staff, classrooms, and activities when needed; document concerns/accomplishments, and conduct follow-up procedures.
  18. Professionalism:
    - a. Maintain consistent compliance with applicable policies, regulations, procedures and guidelines.

- b. Support program philosophy and goals.
- c. Maintain confidentiality in compliance with program policy.
- d. Cooperate and participate as an effective team member.
- e. Actively participate in staff meetings.
- f. Complete job duties in an organized manner and meet assigned deadlines.
- g. Participate in training opportunities to enhance personal growth and development of job skills.
- h. Keep immediate supervisor apprised of all concerns, issues, and job progress.
- i. Utilize suggestions, comments and criticism in a constructive way.
- j. Exhibit a positive, caring, cooperative and enthusiastic attitude.
- k. Conduct self appropriately in public and promote a positive, professional image.
- l. Dependable and attendance is acceptable.
- m. Hygiene, appearance and dress are appropriate.
- n. Utilize good safety practices
- o. Flexibility in job assignments and adapting to program changes.

19. Other duties as assigned.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects and controls; reach with hands and arms, push and pull; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move 25-30 pounds.

**Qualifications:**

**MINIMUM:**

- 1. At least 18 years of age.
- 2. An associate, in early childhood education; OR an associate degree (or higher) in a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool children.
- 3. Able to obtain a Baccalaureate or advance degree in Early Childhood Education
- 4. Valid New Mexico driver’s license, clear driving record and own transportation
- 5. Ability to travel out of town to conduct or complete job responsibilities
- 6. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare.

**PREFERRED**

- 1. A Bachelor’s or advanced degree in early childhood education; OR a bachelor’s degree (or higher) in a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool children.

I HAVE READ AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS OUTLINED ABOVE.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

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Witness Signature