

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Lead Teacher-Head Start

**POSITION SUMMARY:** Head Start and Early Head Start are comprehensive federally funded school readiness and family support programs for low-income and special needs children that promotes parents/guardians as the primary educator of the child

### POSITION OVERVIEW:

- Employment Type: Full time/Non Exempt
- Salary:
- Location: Kidango Head Start Center
- Job Category: Education
- Reports to: Center Director
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Develop and implement lesson plans using the Creative Curriculum to execute current program goals
- Utilize classroom materials and routines to promote an environment conducive to age appropriate levels of development, interests, and special needs of the children
- Develop and maintain a safe and healthy classroom environment in accordance with Head Start, title 5, and title 22 regulations
- Implement rules and practices in support of positive child re-direction
- Pro- concepts of the child
- Provide a continuous and interactive process between families and program providers that foster the parent partnership agreements as required by the federal regulations under the Head Start Act
- Conduct scheduled home visits to children in primary cohort
- Conduct required parent/teacher meetings as set forth by both the Head Start Act and Title 5
- Conduct the ASQ and the ASQ/SE with children assigned to cohort
- Work on the Individualized Education Plan for each child assigned to cohort and update with family up to three times per school year
- Maintain and update written records and reports in accordance with the head Start and title 5 act in a timely manner
- Maintain an open and friendly relationship with staff, parents, and program volunteers
- Commitment to inclusive practice to accommodate children with learning differences and special needs
- Integrate Head Start Federal Mandates into the classroom routines and curriculum plans
- Ensure personalized special services are provided to children with special needs (i.e, feeding, assistance with toileting, including diapering, specialized equipment and so forth
- Attend required classroom, center, and organization meetings
- Perform related duties as assigned
- Using Creative Curriculum, support Head Start Classroom teachers within center with implementation of developmentally appropriate curriculum for children between the ages of 3-5
- Ensure that all mandated screenings and assessment in accordance with the head Start Act are completed for each child in the classroom taking into account the 30, 45, and 90 day mandates
- Support head Start Classroom Teachers with Family Partnership Agreements and Individualized Learning Plans
- Reinforce the role of the parent as the primary caregiver and educator of their child
- Make appropriate referrals to the mental health and Inclusion Tea for children needing observation and assessment for special needs and or behavioral support

- Support Head Start classroom teachers implement and utilize a system of observing children, recording observations and developing individualized learning plans based on Head Start and State standard guidelines
- Build and maintain connections with public schools that allow for optimal transition from Head Start/State Preschool to kindergarten
- Establish positive and productive relationships with parents/guardians including communicating with parents and other staff in a respectful and effective manner
- Support parents as they gain knowledge of basic child development concepts and work with parents to develop home interactions that support program goals and school readiness concepts
- Ensure that information is shared with parents/guardians on regular basis regarding the growth and development of their child including scheduled home visits and parent/teacher conferences
- Participate with other staff as it pertains to case management conferences for children and family on a regular basis
- Participate in family meetings and center based parent meeting on a need-to-need basis
- Knowledge of early childhood education, child development, anti-bias education, and family support services
- Knowledge of local educational and community based resources for families with children between the ages of 0-8
- Support center staff and support with supervision of Head Start teachers working in collaboration with the Center Director
- Ensure that necessary paperwork is completed in a timely manner
- Organize and maintain system for child file audits and follow up procedures for form and data collection purposes
- Read, understand, implement program policies and procedures in relation to Head Start and Title 5 regulations
- Plan and conduct transition activities with parents, school personnel, and children in accordance with the Early Head Start and Head Start Transition Plans

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- Possess an Associate Teacher Permit
- BA in Child Development, Early Childhood Education, or a related field required with at least 2 years (3 years preferred) of direct classroom work
- Supervision of teaching assistants and volunteers highly desirable
- Knowledge of Federal Head Start policies and procedures high desired
- Bilingual (English/Spanish preferred) speaking, reading, and writing skills highly desirable

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**FACILITY/MAITENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://kidango.org/Opportunities.asp>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.