

Job Description

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

LEAD TEACHER – EARLY HEAD START

POSITION SUMMARY: Early Head Start is a comprehensive federally funded school readiness and family support program 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 Center
- Job Category: Education
- Reports to: Center Director
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Develops, articulates and implements lesson plans using the Creative Curriculum to execute current program goals
- Ensures team utilizes classroom materials and routines to promote an environment conducive to age appropriate levels of development, interests, and special needs of the children
- Ensures the team develops and maintains a safe and healthy classroom environment in accordance with Head Start Program Performance Standards, Title 5, and Title 22 Regulations
- Implement rules and practices in support of positive child re-direction
- 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 Program Performance Standards
- Conduct required parent/teacher meetings as set forth by both the Head Start Program Performance Standards 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 Program Performance Standards and Title 5 in a timely manner and ensure the team does the same.
- 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 and is able to articulate the practice
- 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

POSITION QUALIFICATIONS/REQUIREMENTS:

- Possess an Associate Teacher Permit and 3 ECE units of Infant Toddler Development
- Supervision of teaching assistants and volunteers highly desirable
- Knowledge of Federal Head Start policies and procedures high desired
- Bilingual (English/Spanish, English/Cantonese,) speaking, reading, and writing skills highly desirable

- BA in Child Development, Early Childhood Education, or a related field with at least three years of direct classroom work required.

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

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

***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://www.kidango.org/Careers>

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.