

**POSITION TITLE: Teacher**

**RESPONSIBLE TO: Education Coordinator**

**WORK SITE LOCATION: Benson Head Start Classroom**

**HOURS OF WORK: 40 hours/week – 9-10 months/year**

**DAYS PER WEEK: Monday – Thursday: 7:30am – 3:45pm, Friday: 7 hours**

**SALARY RANGE: (TBD)**

**STATUS: Regular Part Time/Non-Exempt**

**JOB SUMMARY:**

To effectively implement the Creative Curriculum for Preschool and any appropriate supplementary materials in the classroom. To meet the developmental needs of children in your care. To provide a safe learning environment. To comply with Head Start Performance Standards and Minnesota Dept. Of Human Services regulations. To communicate with families and empower them to advocate for their child's education.

**PRIMARY JOB FUNCTIONS:**

**CLASSROOM RESPONSIBILITIES:**

1. Implement developmentally appropriate curriculum as approved by the program.
2. Develop age appropriate lesson plans with children's input/interests.
3. Facilitate students' learning through open-ended questioning; interactive play on the floor; providing interesting and creative materials; creating opportunities for children to predict, experiment, and evaluate; focusing their attention, as well as other best practices.
4. Assess children's progress using the Teaching Strategies Gold Assessment, three times each year. Prepare reports and share growth with parents after each checkpoint.
5. Keep room safe, clean and attractive.
6. Schedule and complete Home Visits with the parent and child twice a year.
7. Create and maintain a folder for each student according to Head Start Standards and Licensing requirements.
8. Represent Head Start at IEP meetings and other school related events.
9. Maintain a professional relationship with school staff, office staff, and parents.
10. Document attendance daily. Contact families within 1 hour if child is absent. Document absence reason and attempts to contact parents in ChildPlus.
11. Assist with completion of ESI-R.
12. Analyze Program Data.
13. Mandatory attendance at TLC Group's and Staff Meetings/Trainings.

**PARENT COMMUNICATION RESPONSIBILITIES:**

1. Encourage parents to participate in Parent Meetings, training opportunities and volunteer in the classroom.
2. Train volunteers in classroom routines and duties; remember to make them feel valuable and that jobs they do are worthwhile.
3. Provide parent education materials frequently through the program year.
4. Prepare a monthly calendar and frequent newsletters for parents to inform them of upcoming events.
5. Attend monthly Parent Meeting and give report of classroom happenings and events.
6. Responsible for completing Parent, Family, Community Engagement duties as assigned.

**COMMUNICATION WITH HEAD START OFFICE RESPONSIBILITIES:**

1. Turn in monthly reports/lesson plans/home visit plans as requested.
2. Request supplies and materials for classroom.
3. Update classroom inventory.
4. Forward Special Needs referrals or placements.
5. Dependable attendance is required / must call supervisor if absent.
6. Update office staff with behavior concerns as needed.
7. Responsible for checking and responding daily to school email account and phone messages.

**SKILLS & QUALIFICATIONS:**

1. One of the following credentials is needed to hold position:
  - a. AA or AS degree in Education or Child Development
  - b. Pre-K Certificate/BA or BS degree in Early Childhood Education
  - c. BA or BS in related field with coursework equivalent to a major in Early Childhood Education
  - d. BA or BS degree in Education or Child Development with experience teaching preschool children
2. Teaching license on file or ability to obtain license.
3. Experience with preschool children in educational settings.
4. Continued training in Early Childhood Education. (2% of hours worked)
5. Ability to implement curriculum in the classroom.
6. Ability to create an environment that is conducive to learning.
7. Ability to cooperate with staff members, school personnel and parents.
8. Ability to write & speak effectively.
9. Ability to relate to children and their parents in the program.
10. Ability to sit on the floor run/lift/crawl with children during play and classroom activities.
11. Work experience in Community Service based programming preferred.
12. Past or present Head Start parent or student preferred.

**AGENCY REQUIREMENTS TO OBTAIN & MAINTAIN EMPLOYMENT:**

1. Pass a background check.
2. Possess a valid driver's license & have access to a vehicle.
3. Pass an initial TB screening.
4. Complete a Defensive Driving course every three years.
5. Maintain first aid & infant/child CPR training certification
6. Pass an initial physical.
7. Obtain a Family Service Credential, if required.

**JOB RESTRICTIONS:**

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE.

EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This document does not constitute a written or implied contract of employment and may be revised by the agency at any time.

***I am able to perform the essential functions of this job.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EOE/AA/ADA EMPLOYER**