

**OGDEN-WEBER COMMUNITY ACTION PARTNERSHIP, INC.
JOB DESCRIPTION**

JOB TITLE: Teacher
PROGRAM: Head Start
DEPARTMENT: Education and Early Childhood Development
SUPERVISOR: Education Supervisor
STATUS: *Regular/Full Time

Non-Exempt

SUMMARY OF POSITION: According to Head Start guidelines and definitions, plan and implement comprehensive, age-appropriate curriculum implementation by providing various materials, activities, and experiences that support a broad range of children's prior experiences, maturation rates, styles of learning, developmental abilities, needs, cultures, and interests. Assist children in gaining the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life. Embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.

JOB FUNCTIONS:

1. Education of children through implementation of Head Start Education and Early Childhood Development and Education guidelines in compliance with Head Start Performance Standards; arrange room to provide safe, developmentally appropriate use.
2. Provide quality teacher-child interactions and work on building trust relationships with all assigned children.
3. Plan and implement weekly, developmentally appropriate activities that meet the Performance Standards, while providing for the individual needs of each child, including, but not limited to, cognitive, social, emotional, language, literacy, self-help, safety, personal hygiene, nutrition, health, fine and gross motor skills.
4. Collect and analyze child outcomes and make recommendations.
5. Implement OWCAP program goals and objectives and curriculum including Creative Curriculum®, Second Step®, Talk about Touching®, literacy, etc.
6. Plan and arrange for in-class visitors.
7. Conduct home visits and parent-teacher conferences.
8. Build quality teacher-parent relationships throughout the year. Involve parents in planning classroom activities, curriculum planning, and volunteering in the classroom to enhance program. Use parents as a resource in their areas of expertise and cultural ethnicity. Plan and implement monthly parent meetings. Document contact with parents as required.
9. Develop, implement, assess and maintain appropriate lesson plans, SEOPs, IEPs, and child observations.
10. Develop and implement notes to parents and other records; plan individualization for each child through ongoing observations, recording of progress in both strengths and weaknesses. Complete referrals to appropriate specialist based on the child and/or family needs.
11. As needed, attend IEP meetings, implement IEP's for children with diagnosed disabilities and complete monthly IEP reports.
12. Work with specialists and LEA in support of IEP goals.
13. Use developmentally appropriate behavior guidance skills including positive reinforcement, use of low to moderate speaking voice, redirection, and assisting children in developing social problem-solving skills. Communicate with children at their level in simple, clear sentences. Listen and respond appropriately with children.
14. Welcome each child upon entrance to class every day and assess each child's health status. Report and document any suspected problems.
15. Arrange classroom to provide safe, developmentally appropriate use; care for and maintain appearance and cleanliness of classroom including, but not limited to, materials and equipment; rotate materials and equipment as supported by lesson plans; ensure that information on parent and volunteer bulletin boards is current.
16. Care for health and safety of children as established by the Head Start Standards and the OWCAP development system and procedures by; use of first aid and CPR principles; change soiled clothing and clean up of bodily fluids; disinfect toys and playing surfaces; provide fluoride; conduct lice checks; knowledge of emergency procedures; medicate, when required by physician and authorized by parents; develop and maintain documentation, in a timely manner, to support health activities.
17. Ensure transitions between locations are conducted in an effective and safe manner. Ensure child safety by never leaving them alone.

18. Ensure meal and snack times are conducted in compliance with Head Start standards; implement family style meals; assist and encourage children in appropriate behavior during meal time and clean up; encourage meal time conversation; document meal counts at point of service and report accurately.
19. Provide guidance and training for substitutes; provide input regarding performance through the completion of evaluation forms; submit substitute evaluations to the appropriate supervisor.
20. Provide guidance and training for volunteers; provide feedback regarding performance; encourage volunteers to participate in agency trainings; ensure completion of in-kind forms
21. Provide guidance, through a team environment, to the Teacher Assistant in working with children and implementation of lesson plans.
22. Act as integral team member; develop trusting relationships with team members; work cooperatively; include staff assistant in the development and implementation of classroom activities, tasks and responsibilities; include all staff with a need to know on issues dealing with the children and their families. Also with the family advocate to ensure that attendance in the classroom remains at 86% or higher; discuss attendance issues with parents personally, by phone and by written correspondence; assist in addressing issues resulting in poor attendance.
23. Support the achievement of in-kind goals by as established by the Head Start Standards and the OWCAP development system and procedures.
24. Provides professional, accurate and timely development, performance, documentation, input and/or reporting of the following: meal counts, lesson plans, child observations, ESI-R, in-kind, newsletters, fluoride and medicine disbursement, incident reports, safety checklists, disaster drills, mileage, observations, parent/teacher conferences, parent contacts, substitute evaluations, home visits, tracking sheets, outcomes data, field trip requests, referrals, IEPs, SEOPs, developmental checklists, etc.
25. Have regular weekly communication with assigned Family Advocate for the purpose of bringing both parties up to date on what is occurring with the family and child. Complete communication log documentation when families/child provides information that the Family Advocate should be aware of or that needs to be documented in Child Plus.
26. As needed, support the Family Advocate in obtaining required documentation from families. Documentation may include, but is not limited to: helping families identify their goals and follow through with needs assessment and delivery of needed services; establishing a medical home; forms relating to child's health, medical, immunization, treatment or child attendance. Provide any received information to Family Advocate in a timely manner.
27. Maintain required certifications and licenses.
28. Maintain confidentiality and code of conduct as defined in the OWCAP Employee Handbook.
29. As assigned, provide peer mentoring, training or support, including mentoring of new hires.
30. Conduct emergency drills.
31. Actively participate in recruitment of Head Start children.
32. Attend assigned meetings and trainings.
33. Participate in professional development as suggested and/or required by the Head Start Performance Standards.
34. Participate on interviews for educational positions as requested.
35. Other reasonable duties as assigned to ensure program compliance with guidelines and regulations established by the funding source in the preparation and completion of PIR, Head Start Monitoring and any other assessment or report established by the funding source.
36. Is responsive to the children academic and emotional needs; shows sensitivity, provides comfort, reassurance, and encouragement to children; helps children gain the ability to actively explore and learn.
37. Interacts with children and in classroom activities; follows the children's lead and encourages leadership and autonomy; allows for children's interest and ideas to be present in the activities.
38. Provides a variety of activities for the children that allow them to be involved in the learning process.
39. Provides clear expectations of behavior in the classroom, and uses redirection of misbehavior effectively.
40. Allows for the children to learn from lessons and activities by incorporating the children's interest and engaging them in the process

41. Focuses on the children understanding concepts instead of rote instruction by promoting the children's high-order thinking skills and cognition
42. Encourages the children to have continued participation by providing feedback that expands their learning and understanding
43. Uses quality language stimulation and facilitation techniques often in the classroom

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Head Start Standards as they apply to education and child development and other applicable child and family services. Principles of child growth and development, early childhood education and family support. Knowledge of teaching strategies, guidance, learning, and child development; rich conceptual experiences; subject-matter content appropriate for preschool children; assessment procedures; methods of collaboration with parents and families.

MINIMUM EDUCATION AND EXPERIENCE:

Qualifications for classroom teachers as specified in section 648A of the Head Start Act. A child development associate (CDA) credential that is appropriate to the age of the children being served; a state-awarded certificate for preschool teachers that meets or exceeds the requirements for a child development associate credential.

PREFERRED EDUCATION AND EXPERIENCE:

An associate, baccalaureate, or advanced degree in early childhood education; or a degree in a field established by OWCAP as related with experience in teaching preschool children. Bachelor's Degree in Early Childhood Education preferred.

LAWS, REGULATIONS, POLICIES, PROCEDURES, OR OTHER GUIDELINES:

Head Start Performance Standards, Head Start Act, OWCAP Employee Handbook, OWCAP Systems Manual, Utah Child Care Licensing Laws.

PHYSICAL/MENTAL CHARACTERISTICS:

Occasional heavy lifting and carrying (over 50 lbs.). Must have ability to see; discern colors; hear (with or without aid); ability to stand for long periods of time; participate in physical activities (indoors and outdoors). Frequent bending, sitting, standing, leaning activities and ability to get down on a child's level, Occasional climbing of stairs and operation of office equipment. Must be able to write, count, read, and do simple math.

ATTENDANCE AND RELIABILITY:

The incumbent will consistently adhere to all policies/guidelines regarding time and leave usage; will consistently keep to schedule, and will regularly complete tasks on time.

BEHAVIORAL:

The incumbent must work well under pressure, meet multiple and sometimes competing deadlines. The incumbent shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.

ATTRIBUTES:

The OWCAP feels that the following attributes are necessary for an employee to satisfactorily meet the requirements for this position: accountability, initiative, flexibility, continuous learning, team player, courteous, decision making, respect diversity, multi-tasking, tactfulness/diplomacy, dependability, creativity, interpersonal skills, follow through, organization/time management, grooming and appearance.

WORK SITE AND ENVIRONMENTAL CONDITIONS:

Position is mostly indoors with daily activities outdoors. May be subjected to loud noise. Must be capable of working closely with children. May be required to work irregular hours. Location assignment is based on agency need.

EQUIPMENT AND MACHINERY:

Must have own transportation to work. Must have current drivers license and insurance. Will use office equipment such as computers, copiers, fax machines, telephones, PDA's, etc. Must provide own transportation in the completion of assignments and projects.

POST-HIRE REQUIREMENTS:

1. Medical certification that employee can perform the essential functions of the position with or without reasonable accommodations within two weeks of hire and every five (5) years thereafter.
2. TB test within two (2) weeks of hire and every two (2) years thereafter.
3. Hepatitis B series within two (2) weeks of hire with verification of completion of the three (3) shot series within six (6) months of hire.
4. Criminal background check upon hire and every five years thereafter.
5. Continuous CPR, First Aid, and Food Handlers certifications.

6. Drug/Alcohol test upon hire and when deemed necessary to comply with OWCAP Drug/Alcohol Policy.
7. Valid Utah driver's license and vehicle insurance when claiming mileage.

INTRODUCTORY PERIOD:

*This position will not be considered regular, as defined in OWCAP Employee Handbook, until all post-hire requirements have been met and a six-month introductory period has been successfully accomplished. During the introductory period, an employee will learn all aspects of the position and will be able to perform them with minimal supervision.

EVALUATIONS:

Evaluations will be conducted by the supervisor upon completion of the introductory period, on each anniversary date from the date of hire, or at any other time deemed necessary.

SALARY RANGE: Level 12 CDA; Level 16 Associates; Level 20 Bachelors; and Level 23 Masters

APPROVAL DATES:

Agency Administrator/HS Director: _____ Date: _____

Policy Council Chair: _____ Date: _____

Personnel Committee Chair: _____ Date: _____

Board of Trustees Chair: _____ Date: _____

NOTES:

- OWCAP complies with all provisions of the EEO and ADA laws. OWCAP is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disabling condition.
- All job descriptions are subject to change upon approval of the Board of Trustees and the Head Start Policy Council when agency need deems necessary.
- OWCAP is an at-will agency. This job description should not be construed as a guarantee of employment.