



JOB DESCRIPTION

JOB TITLE: Head Start Teacher 3/Advocate **DEPARTMENT:** Head Start Locations

REPORTS TO: Works under the general supervision of the Director & Program Education Manager who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may direct the activities of Teaching Assistants or Classroom Aide(s).

POSITION SUMMARY: Provides instruction and supervision in a safe and healthy learning environment for Head Start children. Provides and coordinates education services; works in partnership with parents to promote the social, emotional, physical, and cognitive development of Head Start children.

Encourages parent involvement in all aspects of the program. Schedules educational home visits and parent teacher conferences. Develops and implements classroom curriculum to provide learning opportunities for individual child goals, provides on-going assessment on progress and facilitates transition to kindergarten. Works toward compliance in all facets of Head Start and Oregon Pre-Kindergarten program performance standards and regulations.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Possess and demonstrate strong working knowledge of Head Start Performance Standards and other regulations.
2. Develop and implement curriculum, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical and cognitive development of Head Start children.
3. Create weekly lesson plans addressing individual goals for children. Provide a comprehensive safe and healthy learning environment for the children.
4. Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals and effective transitions between activities.
5. Responsible for education and health requirements of children in assigned classroom, including all required screenings. Assess children, document behavior and evaluate results.
6. During home visits, sets educational goals for each child with the collaboration of the parents. Assists parents as primary teachers of their own children.
7. Consistently maintains and promotes excellence in service through open and honest relationships with co-workers, clients, community members and other CSC staff.
8. Consistently addresses clients, community members and co-workers in a courteous, pleasant and respectful manner.
9. Consistently demonstrates respect for the capabilities and cultural differences of co-workers and the public.
10. Responsible for meal implementation with other staff and for maintaining a developmentally appropriate classroom environment, including organization of space and material storage.
11. With supervisor's guidance, may provide leadership and direction to Teaching Assistants and Classroom Aide(s), practicum students, parents, and may provide leadership in a co-teaching system.

12. In consultation with supervisor, develops own professional work goals and training plan working towards required Head Start degrees.
 13. Maintains complete and accurate required family/child files, forms and records within required timelines to document and track children in assigned classroom.
 14. Participates in required staffing/monitoring team meetings as assigned.
 15. Assists with recruitment of children into Head Start, coordinates and participates in all related functions.
 16. Implements recruitment strategies and activities through school, agency, parent and child contacts.
 17. Participates as a member of the annual program Self Assessment.
 18. Maintains confidentiality and exercises good judgment concerning confidential information.
 19. Maintains regular job attendance and adherence to working hours.
 20. Accepts and performs other work as assigned.
- Agency Standards 100% (whenever acting on behalf of CSC)
21. Regular attendance and punctuality is a requirement of this position.
 22. Possess and maintain licenses and/or certifications that are required for job.
 23. Demonstrate a professional and courteous manner and an ability to work harmoniously with other employees, clients and the general public.
 24. Follow agency personnel and safety procedures.
 25. Drive defensively to CSC office locations and community partners businesses or to client locations as necessary.
 26. Accept and perform other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE: Baccalaureate degree from an accredited college with an early childhood education major or related field required; 28 early childhood education quarter credits or 19 semester credits that focus on children up to age five (5) preferred; or any equivalent combination of experience and education that provides the required knowledge, skills and abilities. Experience working with low income families desired.

College transcripts must be provided at the time of application or prior to job offer to ensure compliance with Head Start Performance Standards.

KNOWLEDGE, SKILLS AND ABILITIES: Must have the demonstrated ability to direct the activities of others; provide training and communicate effectively, both orally and in writing. Bilingual (Spanish/English) preferred.

SPECIAL REQUIREMENTS: Must possess and maintain a valid Oregon driver's license, Food Handlers certification, First Aid and CPR certification, TB/Tuberculin assessment, and health verification. Employment subject to approval by Head Start Policy Council and enrollment in Oregon Child Care Division Criminal History Registry.

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and 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.

Typically exposed to office noises and interruptions such as printers, phones, and students. Ability to

manage physically active children ages 3 – 5, within weight range of up to 50 pounds, including restraining, guiding, pursuing, withstanding sudden movement. Ability to bend, stoop and lift or move frequently.

I certify that I have read and understand and can perform the essential responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____ Date: _____