

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA**  
**HEAD START**  
**Job Description**

Date: June 2010  
Exposure Determination Category 2

Salary Grade 3-7  
Chart # 4

**Job Title:** Teacher

**Reports To:** Education Supervisor

**General Function:** Implement the education and parent involvement objectives through daily operation of center in accordance with Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and state licensing.

**Typical Duties and Responsibilities:**

1. Establish a classroom structure implementing program curriculum, developmentally appropriate practices and maintain a safe, healthy, and nurturing education environment that ensures a quality child development program.
2. Translate communication between program, child and family using family's primary language when appropriate.
3. Interact in a skilled, respectful and sensitive manner to strengthen families as the primary nurturers of their children through improved parenting skills, emotional well-being, and progress toward family goals.
4. Partner with families and communicate to provide children with education, health and nutritional services to enhance their growth and development.
5. Provide a well-managed program that supports regular communication, program documentation and team goals.
6. Effectively use and maintain materials, supplies, equipment, facilities and grounds.
7. Provide individualized training of support staff with support of management team and participate in development of employee development plans.
8. Recruit eligible children to ensure full enrollment.
9. Encourage community involvement and support for the program documented by non-federal match.
10. Maintain standards of confidentiality regarding program, children, families and staff.
11. Participate and contribute to the support of a quality program through participation in team meetings and program assessment.
12. Performs other duties as assigned.

**Scope of Position:**

- Reports to Education Supervisor and is indirectly supervised by Education Coordinator.
- Receives moderate supervision.
- Work is delineated by performance standards, written plans and current policies and curriculum.
- Supervise 3-5 support staff aides, cook, bus driver and janitor.
- Work is evaluated by outcomes produced.
- Position has financial impact, which includes petty cash, parent fund, purchase orders and optimum use of resources and development of in-kind.
- Typically includes quality experiences in classroom, communication with and support of parents, find solutions for children's poor attendance, problem solving and team development.
- Model positive regard for program in the community.
- Advocate for children and families in the community.
- Typically contacts are with children and families and all levels of staff and external contacts are with community in support of the program.

**Knowledge, Skills and Technical Abilities:**

- AA in Early Childhood education or related field with 6 courses in Early Childhood or equivalent hours to AA in a four year degree program in Early Childhood or related field.
- Requires proficient level of communication skills oral and written, teamwork and managing conflict, as well as the ability to prioritize or organize own job responsibilities.
- Experience in working with families from various ethnic backgrounds is preferred.
- Basic level of computer knowledge is required.
- Valid driver's license with good driving record and insured vehicle.
- Age 21 or over
- Current CPR and First Aid card.
- Complete 40 contact hours of education annually in subject matter related to position.

**Working Conditions:**

- Classroom 75%
- Off-site home visits, training, meetings and community interactions 25%
- Work is frequently stressful and requires the ability to meet tight deadlines.
- Occasional out-of-town travel for training.
- Will work some evenings and weekend meetings and training.

**Major Accountabilities:**

1. Children have grown socially, emotionally, cognitively and physically.
2. Responsible for a facility that meets local, state and federal requirements.
3. Ensure that parents are an integral part of the program, giving input into curriculum.
4. Effective management of center, documentation and reports in a timely manner.
5. Safe and healthy environment for children.
6. Regular communication with management team, center team and parents.
7. Use and encouragement of volunteers and community to meet the non-federal match assigned to center.

**Physical Requirements:**

1. Must complete health physical upon entry to program and yearly health screenings.
2. Must be able to move about, getting up and down from floor play with children.
3. Must be able to lift 50 lbs.
4. Physically able to perform job.

Grade 3-4 - AA in Early Childhood education or related field with 6 courses in Early Childhood or equivalent hours to AA in a four year degree program in Early Childhood or related field.

Grade 5-6 - BA in related field with 6 courses in Early Childhood

Grade 7 - BA in Early Childhood

Approved by: \_\_\_\_\_, Human Resources \_\_\_\_\_ Date

Approved by: \_\_\_\_\_, Program Director \_\_\_\_\_ Date