

Cen-Tex Family Services, Inc.
Position Description – Teacher, Classroom: EHS

Job Title: Teacher, Classroom: EHS
Department: Early Head Start Program
Reports To: Site Director
FLSA Status: Exempt
Classification: Full time, Full year
FTE Grade/Range: Grade 6
100% FTE = \$25,608 - \$48,989
Based on Hourly rate of \$12.31 - \$23.55

Prepared Date: Revised for COLA 2/10; Revised 3/30/10

SUMMARY

The EHS Classroom Teacher is responsible for establishing and maintaining supportive relationships with infants, toddlers, and parents while implementing individualized, developmentally appropriate, nurturing care for infants and toddlers in a center-based setting.

ESSENTIAL DUTIES

All duties are to be performed in accordance with Head Start Standards, TDFPS Minimum Standards, Child and Adult Care Food Program (CACFP) and Cen-Tex Family Services, Inc. (Cen-Tex) policies and procedures.

Work with an assigned group of infants and toddlers; assessing their individual needs, strengths, and interests regularly. Plan and provide age and developmentally appropriate activities and experiences designed for all areas of a child's development by organizing the classroom according to developmental levels and individuals needs of the infant/toddler.

Respond quickly and directly to children's needs, desires and verbal and non-verbal messages adapting the response to the children's differing styles and abilities. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles and talks, using appropriate child guidance techniques at all times. Stay involved with the children at all times during the day.

Model conversation, manners, clean-up activities, listening, etc. for the purpose of demonstrating appropriate social behavior.

Ensure that appropriate child-staff ratio is met while delivering services and children are supervised at all times. Maintain a safe and secure learning environment for children both indoors and outdoors during all program hours.

Provide meals and snacks to the children according to their age, development and needs. Feed infants on demand, hold them every time they are fed and share information about their eating to the parents daily. Participate in and assist at toddler meal and snack time following appropriate family style meal services and guiding children in clean-up afterwards.

Prepare and maintain accurate records, including child observation, individualization, lesson plans, attendance, lunch count, parent participation, and others as directed, using proper spelling and accurate

calculations. Keep clear, consistent documentation on child progress and communication with parents and relevant staff.

In collaboration with Family Advocates, communicate with families about attendance concerns; assist with development of plans to remedy concerns and follow-up with families as needed to support plans.

Conduct a minimum of two home visits with each child's family and hold a minimum of two parent conferences each year. Develop individual child goals and share educational strategies and information on parenting. Attend case conferences, center meetings, case reviews, IFSP/IEP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

If working in an ISD site, provide weekly home visits during the months when public school is not in session.

Promote parent involvement in the child's education and well being. Provide guidance for parent and other volunteers. Communicate regularly and timely with parents concerning their child's progress in the program; announcements; facility and agency activities; policies; enrollment procedures; and developmental behavioral concerns.

Support transition planning with families that ensure each pregnant woman and child experience smooth transitions into Early Head Start and from Early Head Start to Head Start or other preschool programs.

Provide for health and safety by following procedures for hand-washing, dental hygiene practices, change of bedding, sanitation of toys, and toileting. Provide diapering as required. Assist in toilet training with toddlers in cooperation with parents. Disinfect work area surfaces as needed.

Provide for the safekeeping of center files, supplies and equipment. Ensure confidentiality of agency and family information assigned to position.

Participate as a cooperative team member with coworkers and supervisor in delivering services to children and families and supporting center operations. Working as a team member includes adapting to changing work priorities and exhibiting tact and patience when working with others.

Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs. In working with others, problem solving is required to identify issues and create action plans.

Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.

Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.

Provide a positive image to co-workers and the community supportive of the agency's goals and objectives.

Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise and provide direction and guidance to Substitute Teachers and classroom volunteers. Communicate with Site Director about related performance concerns and training needs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be at least 18 years of age as required by the TDFPS Minimum Standards for Child-Care Centers. Must be at least 21 years of age for persons driving a vehicle on agency business, and at least 25 years of age if required to transport children and families served by the agency, as required by agency automobile insurance.

Driving is required for this position. Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies.

Must be able to pass a criminal history check performed through the Texas Department of Family and Protective Services.

EDUCATION and EXPERIENCE

Preferred Requirements:

Education:

listed in order of preference

1. Associate, baccalaureate, or advanced degree including at least 6 college courses in early childhood education* and/or child development.* and 2 college courses in business management*.
2. Associate, baccalaureate, or advanced degree including at least 6 college courses in early childhood education* and/or child development.*
* Courses qualify as defined per Head Start and TDFPS
3. Infant/Toddler Child Development Associate (CDA) or equivalent credential and progress toward pursuit of college degree in early childhood education or child development;

Experience:

2 years experience teaching infants and toddlers in a licensed child care center, and supervisory skills and experience.

Minimum Requirements:

Education:

Infant/Toddler CDA or equivalent credential and High School Diploma or General Education Degree (GED); or Pre-school CDA with training and ability to obtain 2nd setting CDA for infants and toddlers. Employee must be willing and ~~able~~ possess the aptitude and skills necessary to pursue the preferred educational requirements. (as required by the Head Start Standards)

Experience:

Two years experience teaching, or assistant teaching infants and toddlers in a licensed child care center. Knowledge and experience in: child development and early childhood education; the principles of child health, safety and nutrition; and family dynamics. Working knowledge of: personal computers; word processing; Internet access; and email usage. Ability to work independently as well as with a team.

LANGUAGE SKILLS

Preferred Requirements: Bilingual and biliterate skills in Spanish and English.

Minimum Requirements:

Ability to communicate in the following methods in English.

Read and interpret documents such as safety rules, operating and maintenance instructions, directions and safety precaution for product usage, and procedure manuals.

Write routine reports and correspondence.

Speak effectively before groups of parents or employees of the organization.

Effectively present and receive information one-on-one or group situations.

Use effective listening skills to establish rapport with children and families in a supportive and nurturing manner.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Infant, Child and Adult CPR and First Aid.

Infant/Toddler CDA as applicable.

Driving of agency vehicles is required for this position; therefore, Class C Valid Texas Driver's license, appropriate automobile liability insurance as established by the State of Texas, and an acceptable driving record as established by agency automobile insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is often required to sit on floor; climb or balance; and bend at the waist, stoop, kneel, crouch, or crawl in order to maintain direct eye contact with children. The employee must be able to repeatedly lift children that may weigh up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is frequently required to bend at the waist and/or knees (i.e. lifting child from crib; lifting child to place on changing table; lifting to place into high chair), stoop, kneel, or crouch while

simultaneously lifting or physically supporting an infant or toddler. Safe lifting practices must be adhered to at all times for employee and child safety.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to noisy.

May be exposed to bodily fluids.

Employee will regularly be exposed to cleaning chemicals, including disinfectants and cleansers. Personal protective equipment will be provided.

May encounter a variety of conditions when conducting home visits. Employees must evaluate conditions presented for their safety and needs, and confer with supervisor when problems or concerns arise.

Work Location _____

Regular Work Schedule _____

In addition, occasional evening and/or weekend hours may be required to assist with special functions, including parent meetings, home visits, recruitment and agency events.

Effective Date of Job Description _____

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Employee Signature _____ Date _____

Signature of Supervisor Reviewing Description with Employee _____ Date _____