

Head Start Classroom Lead Teacher

Qualifications:

- Associate Degree in Early Childhood Education (ECE) with twelve weeks supervised field experience and at least 1 year of early childhood education classroom experience. Willingness to continue training.
- Bachelor's Degree in Early Childhood Education (ECE), Elementary Education, Social Work Psychology, or Special Education. With twelve weeks supervised field experience and at least 6 months of early childhood education classroom experience. Willingness to continue training.
- Master's Degree in Early Childhood Education (ECE), Elementary Education, Social Work Psychology, or Special Education. With twelve weeks supervised field experience and at least 6 months of early childhood education classroom experience. Willingness to continue training.

General Function:

- Under the supervision of the Education Coordinator, is responsible for providing a stimulating environment for the growth, well-being, and development of the child.

Specific Function(example of duties):

The Classroom Teacher will:

- Supervise, evaluate and train Assistant Teachers, volunteers, and students.
- Select materials and equipment and arrange the room to provide an environment conducive to learning and appropriate to the developmental level and learning style of the children.
- Provide a safe environment by taking necessary measures to reduce and prevent accidents and/or illness.
- Provide the group with a positive routine and with simple rules that are understood and accepted by children and adults.
- Provide a variety of appropriate equipment, activities, and opportunities to promote the physical development of the children. Provide activities and experiences which encourage questioning, probing, and problem-solving skills appropriate to the developmental level and learning style of the children.
- Help children to acquire and use language as a means of communicating their thoughts, feelings, and understanding of others.
- Provide a variety of experiences and media that stimulates children to explore and express their creative ability.
- Help children to know, accept and appreciate themselves as individuals.
- Help each child develop a sense of independence and acquire the ability to express, understand and control feelings.
- Help the child to learn to get along with others and encourage feelings of mutual respect among children in the group.

- Establish positive and productive relationships with parents and encourage them to participate in the Center's activities.
- Plan regular parent conferences with parents and make home visits.
- Work cooperatively with other staff members in the implementation of Center plans, activities, policies, and rules.
- Organize and serve as a primary resource person for the Class Committee.
- Be responsible for the initial ongoing observation, assessment, and recording of each child's behavior.
- Develop the written individualized education plans.
- Develop the written weekly lesson plans.
- Organize and chair the team planning sessions.
- Serve as a member of CDT when appropriate.
- Make appropriate referrals based upon assessments, team planning sessions, CDT, etc.
- Be responsible for all necessary record-keeping, (e.g. meal count, attendance, documentation of individualizing for each child, etc.)
- Initiate a Center plan of action for the absence of children.
- Follow written policies and regulations established by the Center, Health Department, and granting agency.
- Participate in workshops, seminars, and assigned training programs that will facilitate ongoing professional development.
- Make regular inspections and report the need for repair/replacement of classroom supplies and equipment.
- Requisition classroom supplies and equipment.

In the performance of the job functions the classroom Teacher will demonstrate the CDA competencies:

- To establish and maintain a safe, healthy learning environment.
- To advance physical and intellectual competence.
- To support social and emotional development and provide positive guidance.
- To establish positive and productive relationships with families.
- To ensure a well-run purposeful program responsive to participant needs.
- To maintain a commitment to professionalism.
- other duties as assigned.

Compensation:

Salary range for this position is based on education and ranges from 20.10-25.00/hr. Benefits package including health, vision and dental benefits, short-term and long-term disability insurance, life insurance, 403 B retirement program and paid leave.

Please send resume to:

HR@unionbaptistheadstart.com