

UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

FULL DAY TEACHER (Head Start and Early Head Start)

Supervisor: Education Manager/Team Leader	Subordinates: Teacher Asst., Associate Teachers & Volunteers
Classification: Coordinator V	Exempt Status: Exempt
Terms of Employment: Regular Full-time/Seasonal	

Job Goal: To plan, coordinate and implement a full day child development program that will provide children and families with comprehensive quality services that meet the needs of working families of preschoolers, infants, and toddlers in compliance with the federal and state standards.

- Design and implement a developmental program which includes health, social, emotional and developmental activities to meet the needs of children in full day care.
- Coordinate activities in the classroom and in the home.
- Work toward development and maintenance of positive relationships with families.
- Encourage and assist parents to become involved in the observation of preschool or infant/toddler development, recording of behaviors and developmental goal-setting and activity-planning for children and the family.
- Provide community service information to families.
- Establish and maintain communication lines with local schools, social services agencies and the community.
- Advocate for children and families in the community.

Essential Responsibilities:

1. Assist in the planning and coordinating of the Center Management Component
 - a. Ensure center complies with State Licensing requirements as outlined by Rules for The Certification of Child Care Centers from the office of Child Care Division (CCD).
 - b. Provide training to parents, volunteers, and teacher assistants so that they can adequately complete tasks.
 - c. Delegate and assign tasks as described in the job descriptions and program policies.
 - d. Represent Head Start at local community meetings as designated by supervisor.
 - e. Act as the primary contact person for communicating with appropriate staff, families, and volunteers in matters relating to Head Start/Early Head Start children, at the center level.
 - f. Transmit information and make referrals to staff members as appropriate.
 - g. Assist in completion of the Program Information Report (PIR)
2. Assist in the planning and coordinating of the Education/Disabilities Component.
 - a. Ensure that all classroom activities are carried out on a daily basis.
 - b. Provide a program that meets the individual needs of children and families according to their interests, abilities, individual traits and development.
 - c. Establish an environment which will stimulate a desire for learning, independence and self-esteem for parents and children that will meet the need of children in a full day setting.
 - d. Ensure that classroom activities are developmentally appropriate and carried out according to Head Start and CCD program philosophy, policies and procedures.

- e. With parents, assess each child's developmental needs and write goals and related objectives with Comprehensive Staffing Team two times per year.
 - f. Conduct Parent/Staff Conferences on-site two times per year, with input from Component Directors, managers and team members.
 - g. Develop daily plans and individual activity plans one week in advance and document in the Daily Plan Book.
 - h. Encourage parents to participate in curriculum planning and program development.
 - i. Ensure that the individual goals of each child/family are carried through into the classroom and home visit activities.
 - j. Handle emergency situations as designated by program policies and procedures.
 - k. Plan with parents and team members to ensure that daily personal hygiene of the children is met (i.e., feeding, diapering, toileting, tooth brushing hand washing and resting).
 - l. Ensure that the planning and involvement of children occurs in the preparation of nutritious snacks and clean up of eating area occurs.
 - m. Provide for the constant supervision for all children.
 - n. Assist team members, parents, and volunteers in maintaining an orderly, safe, and attractive classroom.
 - o. Maintain, with team members and parents, an approach to guidance within the framework of Head Start and CCD policy to ensure that children are taught, disciplined, and supervised in a consistent manner.
 - p. Coordinate with team members to ensure appropriate staffing and encourage volunteers in order to maintain a ration of: 1 adult to every 10 children in Head Start, and 1 adult to every 4 children or as needed in Early Head Start.
 - q. With team members and parents, plan and inform all appropriate people of field trip and other activities.
 - r. Make, at a minimum, two education home visits per family per year.
 - s. Ensure various attempts (at least 3) to make a home visit contact in cases where the parent was unable to meet at the predetermined time.
 - t. Develop, with the parent, individualized plans for each home visit.
 - u. Provide Home Base Services, as needed, for Early Head Start families during June, July, and August (EHS only)
3. Work with the Family Advocate in coordinating and implementing a Parent Education and Support program for Agency families.
- a. Encourage parents to attend Parent Education and Community Involvement programs available through UMCHS and other community agencies.
 - b. Assist families as needed in resolving barriers to attending parent education and community involvement programs.
 - c. Meet regularly with Family Advocate to share and discuss information regarding families.

Required Qualifications:

BA in Early Childhood Education or related field.

Preferred Qualifications:

- 1. Previous Head Start and/or Early Head Start, Infant/Toddlers experience
- 2. Community service experience
- 3. Multi-cultural experience

4. Home Visit experience
5. Case management experience
6. Supervisory experience

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.* Keep current and accurate records.
- 5.* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
10. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
11. Set up a classroom which requires moving of tables, chairs, shelves etc.
12. Sit in a child-sized chair.
13. Instructs others in a classroom setting.
14. Perform occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents.

Umatilla -Morrow Head Start, Inc.

Is

An Equal Opportunity Employer