



Job Description – Early Head Start Teacher (Infants and Toddlers)

Reports to:	Education Manager
Supervises:	N/A
Exempt Status:	Non-Exempt
Work Schedule:	Full-Time
Approved on:	

Summary: Responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in a group, in accordance with Head Start Performance Standards and Title 29 of the District of Columbia Municipal Regulations (DCMR).

Essential Duties:

1. Meet regularly with Early Head Start Teacher(s) and Aides to develop weekly lesson plans and activities that address the individual goals of children.
2. Meet with Master Teacher-Instructional Coach and the Education Manager to review curriculum plans and activities and evaluate program's effectiveness.
3. Responsible for the implementation of Head Start Performance Standards, National Association of the Education of Young Children's (NAEYC) Accreditation Standards, and Title 29: DCMR performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of an early childhood development center (ages 0-5), including the implementation of developmentally appropriate practices.
4. Implements the selected evidenced-based curriculum (High/Scope) of Bright Beginnings, according to policies and procedures.
5. Responsible for the implementation of developmental, behavioral, and sensory screenings within the schedule mandated by regulations and performance standards. Makes appropriate referrals to the Mental Health & Disabilities Manager for children suspected of delays or disabilities.
6. Assures parents or designee sign-in and out on a daily basis by greeting each child and parent individually at time of arrival and departure.
7. Maintain records on each child's progress (Child's Portfolio) and development for the purpose of planning and compliance with Head Start Standards.
8. Responsible for working with a multi-disciplinary team to fully implement an Individual Family Service Plan (IFSP) or Individual Education Plan (IEP) for children with disabilities.
9. Attend all staff meetings and in-service training provided at the Center.
10. Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth. Document daily observations in the Child's Portfolio, which is used to inform the quarterly assessments.
11. Administer the Child Observation Record (COR) three times per year (Fall, Winter and Spring); enter observations into the COR database system, and utilize the results of the COR to individualize weekly lesson plans.

12. Establish a positive relationship with each child's family and share information about the child's day at the Center with the child's parent(s).
13. Help parents to understand the progress of each child in meeting developmental objectives determined by the COR and develop individual lesson plans to promote each child's growth and development.
14. Provides home-to-school activities to reinforce the center's lesson plans in the home setting.
15. Work with Family Advocates in planning and participating in parent activities.
16. Responsible for coordinating and working closely with parents to increase parent's understanding of the curriculum.
17. Assures Universal Precautions are kept at all times, including washing of hands upon entering classroom, after diapering, toileting, before and after meals, and after contact with bodily fluids.
18. Help maintain facility in a safe and satisfactory condition by completing daily health and safety checklists in the classrooms and playground.
19. Provide day-to-day supervision and support to teacher assistants, teacher aides, substitutes and volunteers, which include sharing daily lesson plans and discussing goals for children.
20. Implements health procedures on a daily basis, including following medication administration procedures, tooth brushing, sanitation, and administering First Aid/CPR.
21. Assist the Master Teacher-Instructional Coach in providing orientation and training for new staff, substitutes and volunteers.
22. Work with classroom staff to plan and implement the daily program of activities based on principles of child development and in accordance with the High/Scope curriculum.
23. Assists with evacuation of children during fire drills, natural disasters, and any other emergencies, which may occur.
24. Set up and maintain a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children.
25. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
26. Works with the co Early Head Start Teacher to create daily open-ended small groups for children to encourage questioning, problem solving, language, creativity and concept forming in young children.
27. Tracks daily meal counts (breakfast, snack and lunch) and models family style dining during breakfast, lunch and snack, according to Head Start Performance Standards and USDA regulations.
28. Interacts and closely supervises children outdoors.
29. Conducts parent-teacher conferences and home-visits with parents and children in the assigned classroom to discuss each child's growth and development.
30. Conduct monthly parent classroom meetings.
31. Keep abreast of current knowledge in the field of Early Childhood Education.
32. Maintains confidentiality of children and families at all times.
33. Other duties as assigned.

Qualifications:

- Bachelor’s degree in Early Childhood Education or Bachelor’s degree in a related field with 15 credits in Early Childhood Education. At least two years teaching experience.
- Ability to relate positively to young children, parents and staff.
- Strong working knowledge of Head Start Program Performance Standards and NAEYC guidelines and regulations.
- Prefer knowledge of High/Scope curriculum or other evidenced-based early childhood education curricula.
- Demonstrate success in working as a member of a team.
- Effective and strong communication skills (orally and written)
- Demonstrate an ability to work successfully with community-based agencies and building partnerships.
- Demonstrated supervision skills
- Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
- Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite
- Documentation of Tuberculin-free condition and health screening on an annual basis

Physical Demands:

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE