



## Head Start Teacher

### POSITION OVERVIEW:

Full time, 12 month position

The Head Start Teacher is responsible for working cooperatively with the Lead Teacher to assist in planning and implementing daily developmentally appropriate practices, routines and activities of a Head Start classroom/center in accordance with the policies, procedures, and philosophy of Macon Program for Progress Board, Policy Council, NCDCEE, and Administration for Children and Families.

### ESSENTIAL DUTIES:

- Establishes and maintains a secure trusting relationship with children
- Obtains a strong understanding of the Head Start Performance Standards.
- Assists Lead Teacher in implementing a designated developmentally appropriate researched-based early childhood curricula.
- Uses effective health and safety practices to ensure children are safe at all times.
- Assists in daily health check on each child.
- Assists in ensuring a safe, clean, and health learning environment. Uses the playground as an extension of the classroom, assures that the playground is safe.
- Assists Lead Teacher in providing nurturing and responsive practices, interactions, and environments that foster trust and emotional security, promotes positive mental health, and supports social/emotional functioning.
- Assists Lead Teacher in planning and implementing the weekly lesson plan for the classroom which include the domains of learning outlined in the Head Start Early Learning Outcomes Framework.
- Recognizes and supports the development of bilingualism and bi-literacy.
- Assists Lead Teacher in implementing planned activities that promote learning within the regular daily routines (naps and resting, transitions, family style meals, dental hygiene, toileting, and hand washing) and other integrated service area activities and expectations per Program Standard Operating Procedures.
- Serves meals and snacks to the children according to their developmental levels and individual needs of the group.
- Assists Lead Teacher in organizing the classroom and activities according to the developmental levels and individual needs of the group (per Curriculum standards).
- Promotes the development of secure relationships with children in the classroom.
- Assists in implementing well-organized learning environments with developmentally appropriate schedules, individualized and small group activities, and indoor and outdoor learning experiences that provide opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences.
- Employs appropriate child guidance techniques. Supervises the children at all times in the classroom and on the playground.

- Assists Lead Teacher in ensuring the individual needs of children with disabilities are being met and all children have access to and can fully participate in the full range of activities and services including modifications to the environment and multiple and varied formats for instruction.
- Assists Lead Teacher in conducting developmental screenings, as assigned, ensuring proper administration of the screening and assessment information and accurate results. Observes children and records observations, making appropriate referrals.
- Assists in the formal reviews each child's progress with parents three times a year.
- Assists in involving parents in the classroom and activities.
- Greets and talks with parents and children pleasantly and appropriately, ensuring smooth transitions into the center/classroom, positive home-center connections and relationship building with families.
- Maintains ongoing professional and appropriate communication with parents through a variety of methods (phone calls, notes, class letters, etc.).
- Assists in conducting two (2) home visits and two (2) parent conferences with each child's family per year, according to the programs schedule, policies, and procedures.
- Assists as requested in transition strategies to support success activities.
- Assists in maintaining accurate attendance records, in kind reports, and other recordkeeping and reports, as required.
- Must be willing to work in all outdoor weather conditions daily to provide the children the required outdoor time per the guidelines, unless there is an active advisory.
- As assigned, ensures child/staff ratios are maintained and cooperates with other staff to maintain the smooth functioning of the centers, which at times may require changes to meet the needs of the children for both planned and emergency absences.
- Bus Drivers/Monitors as required

#### **REQUIREMENTS:**

- High School Diploma or equivalent, required.
- CDA or Associates Degree in Early Childhood Education, required.
- Two years' experience working with children, preferred.
- Ability to regularly stand, walk and sit in the floor.
- Excellent communication skills with adults and children.
- Proficiency with Microsoft Office programs including Word & Excel.
- Valid Driver's License or Commercial Driver's License (CDL) or willingness and ability to obtain license.
- CPR and First Aid Certification at hire or within the first 6 weeks of hire (training provided).
- Bi-Lingual, English/Spanish skills are beneficial.

Macon Program for Progress is an Equal Opportunity Employer.