



**Teacher**  
**Date: July 19, 2018**

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**Reports to:** Center Manager/Teacher  
**Classification:** Full-time

**Department:** Head Start  
**Status:** Non-Exempt

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**Position Summary:**

This position is a nine to ten month position. This position is responsible for the daily leadership; guidance; monitoring and positive mentoring and modeling of best practices for the classroom staff and volunteers while maintaining and supporting the Head Start Program Performance Standards and all state child care guidelines at your site. This position is responsible for the day to day operations of the classroom; teaching a classroom of 17-20 three to five year old children. This position is directly responsible for maintaining adult: child ratio in the classroom. This position is responsible for maintaining a program that includes an organized series of experiences designed to meet the needs of all participating children; meeting the needs of specific educational priorities of the local population and the community; and assisting and utilizing parents in alternative ways to foster the learning and development of their children.

**Essential Functions:**

- Comply with and provide services based on all Head Start Program Performance Standards, Head Start Act, Agency Employee Handbook, all other agency policies and procedures, and State of Kansas Requirements, and be in compliance with all funding entities requirements.
- Report any suspected child/adult abuse or neglect to appropriate authority.
- Understand and support the NEK-CAP, Inc. governance, as it applies in relation to Policy Council and the Multi-County Board of Directors. Assist with recruiting members, as needed, to be in compliance with the Head Start Performance Standards and Head Start Act.
- Work closely with other managers, staff and community agencies as needed to ensure coordination of services needed for individual children and families.
- Respect and support cultural differences and diverse family structures.
- Attend and participate in trainings, conferences, staff meetings, web based go-to-meetings, reflective supervision, new staff orientation, coaching and in-service days.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Responsible to maintain completion of data entry into program database - CAP60 and child assessment database - Work Sampling according to set time frames and expectations; running reports; analyzing and submitting data/reports as needed/requested.
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Work in conjunction with the Education Manager, Education Coordinator and other members of the center team to set up a culturally and developmentally appropriate classroom environment based on Head Start Program Performance Standards-and evaluate it using *The Creative Curriculum for Preschool* Fidelity Tool.
- Responsible for making two education home visits and two parent teacher conferences with each family.

- Responsible for assuring parents/primary caregivers are informed of all policies included in the Parent Handbook.
- Participate in routine systematic planning to develop component goals/objectives based on program data, the Comprehensive Community Needs Assessment and the Annual Head Start Self-Assessment. This is designed to continually improve the program services.
- Timely office work and coordination - emails, phones calls, answering questions, etc.
- Ongoing and professional communication and coordination with co-workers, management staff, community and customer/families.
- Responsible for maintaining child progress reports are provided during parent teacher conferences, home visits and/or upon request of parent.
- Responsible for reviewing all children's orientation paperwork including health assessments and immunizations records prior to the child attending at the center.
- Responsible for developing and utilizing lesson plans, individualization on lesson plans, observations and using the curriculum to fidelity.
- Responsible for monitoring the ASQ, ASQSE and speech screenings (DASE) of each child to be sure they are completed and entered into the database within the first 45 days and planning for the developmental level of each child is happening; and along with the parents, make appropriate referrals to the local Special Education Services/Mental health agency, as needed.
- Responsible for contacting the Mental Health/Disabilities Manager as needed for any concerns related to behavior or ASQ or speech screenings.
- Attend Family Team Support meetings, as needed.
- Participate in Individualized Education Plan (IEP) meetings, as needed, while taking the role of resource person and parent advocate.
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- Responsible for documenting attendance and at the point of each meal service documenting meal counts for adults and children on the NEK-CAP, Inc. CAP60 Weekly Attendance & Meal Count Form.
- Responsible for monitoring and entering daily meal count and attendance information in the database.
- Responsible for monitoring child observations entered by other teaching staff in your classroom, reviewing lesson plans developed by other teaching staff in your classroom and curriculum use by other teaching staff in your classroom; offering feedback as needed for their growth.
- Responsible for providing transition strategies and practices to support successful transitions for the children and families transitioning into Head Start and transitioning from Head Start.
- Responsible for the completion of at least 15 hours of training annually, including 15 hours of Early Childhood training.
- Responsible for covering other classrooms at your site (if applicable) and when needed.
- Responsible for assisting with recruitment of new children with the rest of the center staff to maintain a wait list and assure funded enrollment is achieved by the first day of classes.
- Responsible to make certain all Kansas Department of Health and Environment (KDHE) licensing accident/incident reports are scanned in daily to Health & Safety Manager and the Director of Human Resources.

- Coordinate with nutrition provider to plan and participate in weekly nutrition activities.
- Responsible for planning field trips utilizing the Field Trip Planning Form.
- Responsible for active supervision happening during the time the children are present in the classroom, playground, on field trips and family engagement activities.
- Responsible for executing monthly safety checks and drills.
- Responsible to be sure daily classroom and playground check is completed.
- Responsible for daily cleaning in your classroom and at your site.
- Assist with ensuring class emergency contact numbers are up to date.
- Assist all staff to meet the non-federal share (in-kind), helping to generate and document in-kind contributions, assisting with planning individualized homework.
- Assist with planning and attend Family Engagement Activities as requested/needed.
- Assist with transportation needs at your site.
- Order supplies needed through your center manager.
- Audit children's files as needed or requested.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public or community and/or public speaking.
- Maintain a clean and safe work area- to include parent engagements, socialization, vehicle and office.
- Uphold and promote the values and mission of NEK-CAP, Inc.
- Adhere to the Standards of Conduct and Community Action Code of Ethics.
- Support management decisions both in actions and words.
- Promote staff self-care and wellness.
- Promote staff team building activities.
- Ability to work varied hours according to need – so this may include early arrival so this position can help with bus routes or working late because of a family engagement activity.
- Other duties as assigned.

### **Knowledge and Experience:**

#### **Essential**

- Ability to learn and adapt
- Resourceful and well organized
- Basic computer and electronic skills
- Basic operations of general office equipment such as photocopiers, scanners, faxes, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners and customers

#### **Desired**

- Continue to develop your knowledge and skills of the curriculum utilized in the program
- Continue to develop professionally with knowledge and expertise with what are developmentally appropriate practices and activities with young children

- Continue to grow your knowledge of what resources in our community are available to help our children and families that we work with

### **Education and Qualifications**

Bachelor's Degree in Early Childhood Education preferred, or related degree with at least 18 credit hours in Early Childhood Education required.

Obtain Driver Improvement/AAA certification and First Aid and CPR certification and keep current, attend training in child abuse and neglect, blood borne pathogens upon hire.

Successfully complete and pass a physical exam, TB skin test and drug screen before beginning employment.

Submit to and pass criminal background/history check in compliance with State of Kansas Child Care Licensing.

Possess current valid state driver's license and personal automobile insurance and present upon hire.

### **Physical Requirements/Work Environment**

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.

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Sit (adult and child size furniture) stand, walk and stoop, kneel or crouch;
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Regularly lift and/or move 50 plus pounds;
- Assist children with toileting and changing diapers
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed by this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.*