

JOB SPECIFICATIONS

JOB TITLE

Teacher

REPORTS TO

Center Supervisor

SUMMARY OF JOB

Primarily responsible for planning and implementing the daily activities of children in the Head Start Program.

JOB DUTIES

1. Ensures that every child receives developmental screening, developmental assessment and growth assessment as required by program.
2. Plans weekly and implement daily educational activities for children 3-4 years old.
3. Works with teacher aide as member of the classroom teaching team.
4. Maintains an attractive, safe and healthy learning environment (classroom) that is appropriate to the developmental level and learning style of the children.
5. Attends IEP/IFSP meetings when appropriate.
6. Monitors volunteers assigned to assist with daily classroom activities.
7. Makes home visits.
8. Participates in all required staff development activities.
9. Schedules and attend teacher-parent conferences to discuss child's progress.
10. Performs other duties as assigned by center supervisor.

-see back-

QUALIFICATION REQUIREMENTS:

- 1. B.A. degree in Early Childhood Education or related field with at minimum, 18 credit hours to support a minor in Early Childhood Education.**
2. Prior experience working in an early childhood education setting such as child care center, school or Head Start.
3. Must have prior experience and be able to implement program's curriculum and conduct assessments of children's performance.
4. Must be able to develop and implement lesson plans that meet the needs of all children assigned to the classroom.
5. Must possess a positive attitude, flexible and able to work with diverse groups of people.
6. Must be able to work with all parents.
- 7. Must be able to accurately enter data in to the computer.**