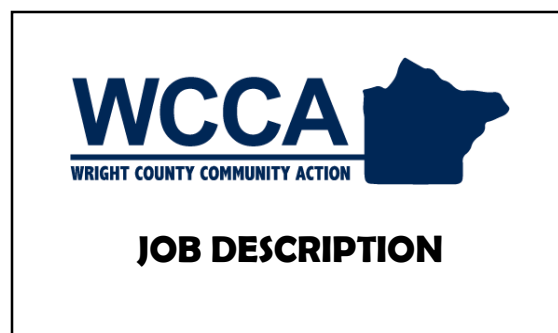


<b>Department/Division:</b> Head Start
<b>Reports To:</b> Head Start Specialist
<b>Supervises:</b> Assistant Teacher, Center Aide
<b>Status:</b> Contract, Full-Time
<b>Duty Station:</b> Assigned Head Start Center



## Head Start Teacher

### Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency’s goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The purpose of the Head Start Teacher is to plan and implement daily Head Start center-based activities for enrolled families and children. This position must also assist the Center Supervisor with the supervision of Head Start center-based staff and operations.

### Education and Experience

- Bachelor's or Associate degree in Early Childhood Education, Family Development, Social Work, or other human services related field or have a Child Development Associate Credential (CDA) or are working toward obtaining a Child Development Associate Credential.
- Classroom or Head Start experience as an Early Childhood Educator.
- Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination and Applicant Background Studies.
- Experience and ability to work with Spanish speaking parents and children.
- Experience within a Head Start classroom is preferred.

### Required Skills and Abilities

- Ability to relate to and work cooperatively with staff and parent committees.
- Ability to relate to and work comfortably with parents and children of low-income families, children with special needs and their parents and parents and children of diverse backgrounds.
- Must be able to attend occasional night or Saturday meetings, trainings, outreach or committees as required.
- Knowledge of and ability to work with inter-agency preschool education, human services, and related providers.
- Must have access to transportation for regular, local business and travel.
- Must be able to utilize and operate computers in daily operations.
- Must be able to act as bus monitor
- Abilities in Spanish, desired.

## Essential Job Functions and Responsibilities:

### 1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

### 2. Head Start Specific Responsibilities:

#### SUPERVISORY RESPONSIBILITIES

- Monitor and supervise the overall environment of the center, including center aide and volunteer interactions with each other, enrolled children and their families, and collaborating service providers/during the appropriate shift.
- Assist the Center Supervisor in the planning and implementation of the education component.
- Communicate with Program Manager and appropriate coordinators/specialist regarding maintenance, improvements and issues when necessary for the center to meet Head Start performance standards and state licensing requirements.
- Attend other job related meetings and functions, as requested.
- Participate in center staff meetings to discuss center operations, share program information and facilitate cooperative, professional communication between staff.
- Develop center aide and volunteer potential by delegating tasks appropriate with their interest and qualifications.
- Assist with the ongoing observations/and yearly evaluations/of center aide.
- Model professional attitudes and behaviors toward the program, staff, and enrolled children
- Assume Center Supervisor duties and responsibilities in absence of Center Supervisor.
- Must be able to utilize and operate computers in daily operations.

#### CENTER RESPONSIBILITIES

- Ensure that center site is maintained in accordance with program standards and projects a positive image of Wright County Community Action and Head Start.
- Plan, implement and monitor, with parent and staff assistance, developmentally appropriate learning activities in keeping with the program's philosophy for enrolled children.
- Conduct ongoing health, nutrition, and developmental observations/assessments of enrolled children, using established curriculum tools, in accordance with Head Start Performance Standards and Federally mandated outcomes.

- Implementation with site staff under the direction of the nutrition specialist, WCCA Head Start's nutrition standards including grocery acquisition, food service, sanitation, record keeping and occasional meal planning.
- Maintain accurate and complete children files and other documentation necessary to program operation.
- Conduct home visits and conferences with families of enrolled children in compliance with the center options guidelines.
- Integrate individual service areas into classroom curriculum to ensure a comprehensive program.
- Responsible for on-going parent contacts and follow-up on service plan requirements, for 17 - 20 enrolled families and children.
- Develop and maintain cooperative, friendly and professional relationships with enrolled children and their families, Head Start staff, and service providers collaborating with the local program.
- Schedule and attend quarterly mediator meetings; attend staffing of enrolled children, staff meeting and in-services, and other assigned professional functions.
- Coordinate, with site staff and assigned Team Leader, implementation of program's parent involvement activities, including volunteer orientation, monthly parent meetings, and promotion of special events.
- Arrange field trips and related transportation in accordance with program policies and procedures.
- Responsible to distribute work-time between child interaction hours, documentation of activities and parent contact time.
- Act as a bus monitor on assigned routes.
- Perform all other duties as assigned.

### Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting			X	
Standing/Walking		X		
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing up to 30 pounds			X	
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

**Statement of Understanding:**

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



January 1<sup>st</sup>, 2019

Approved By: Executive Director/Date



January 1<sup>st</sup>, 2019

Approved By: ADA Compliance/HR Director/ Date

**Employee Acknowledgement**

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee's Name (Printed)