



Job Class: Teacher
Department: Head Start
Supervisor: Classroom Coordinator
FLSA Status: Non-Exempt
Revision Date: May 2019
Prepared by: Bi-County CAP, Inc.

**Job Summary:**

Responsible for the effective operation of the Head Start classroom to promote and enhance the School Readiness of children and families in compliance with Head Start and MN Rule 3 regulations.

**Scope of Responsibility:**

Responsible for delivery of education services and classroom safety for children and families.

**Essential Duties and Responsibilities:**

- 1 Provides an enriched, positive and safe classroom environment.
  - 1.1 Develops the classroom environment using research-based best practices and developmentally appropriate supplies and materials to support the ongoing needs, interests, and goals of enrolled children;
  - 1.2 Plans and implements daily activities that engages children across all developmental domains;
  - 1.3 Plans and implements ongoing assessment systems to provide individualized programming for children and families;
  - 1.4 Observes and records children's development and behaviors and consults with supervisor and/or other support staff on identified developmental concerns;
  - 1.5 Participates in the Individual Education Plan/Individual Family Support Plan (IEP/IFSP) and/or Social Emotional Support Plan process. Supports and implements IEP/IFSP/Social Emotional Support goals in the classroom and/or on home visits as appropriate;
  - 1.6 Delegates tasks and models appropriate behavior and teaching techniques for assistants, aide and volunteers in the classroom.
  
- 2 Builds positive relationships with families.
  - 2.1 Works jointly with parents to identify children's strengths and to set developmental goals;
  - 2.2 Develops individualized curriculum to meet the developmental and educational needs of children across all learning domains in partnership with parents;
  - 2.3 Communicates regularly with parents regarding their child's growth and development; holds parent conferences;
  - 2.4 Informs families of available resources and refers to appropriate services or agencies;
  - 2.5 Provides support to parents as the primary teachers for their children;
  - 2.6 Organize parent-child activities as a means of improving parent involvement opportunities;
  - 2.7 Encourages parent involvement in all Head Start activities;
  - 2.8 Conducts home visits as required by program option.
  
- 3 Maintains Head Start Performance Standards and MN Rule 3 Regulations.
  - 3.1 Ensures that the center meets requirements of Head Start Performance Standards and MN Rule 3 Regulations where applicable;
  - 3.2 Maintains required records and reports;
  - 3.3 Implements the required health, safety and nutrition policies and procedures.
  
- 4 Communicates and maintains working relationships with others in carrying out job functions.

# JOB CLASS DESCRIPTION

- 4.1 Frequently interacts with internal staff, across departments and with families to exchange information;
  - 4.2 Receives and responds to complaints of both a routine and confidential nature requiring knowledge of departmental policies, procedures, activities, and rules regarding data privacy;
  - 4.3 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to the attention of the teacher so that prompt corrective action can be taken where appropriate;
  - 4.4 Adheres to agency policies concerning data privacy.
- 5 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
- 5.1 Knows and follows department and BI-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
  - 5.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
  - 5.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 6 Engages in on-going professional development.
- 7 Performs other duties and activities as assigned.

### **Minimum Qualifications:**

Applicant must have a valid driver's license and auto insurance. Must have transportation available to attend meetings and home visits as appropriate. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity.

Per Head Start Program Performance Standards 1301.91 (e) Child and family services staff.

(1) Early Head Start center-based teacher qualification requirements. As prescribed in section 645A(h)26 of the Act, a program must ensure center-based teachers that provide direct services to infants and toddlers in Early Head Start centers have a minimum of a Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.

(2) Head Start center-based teacher qualification requirements. (i) The Secretary must ensure no less than fifty percent of all Head Start teachers, nationwide, have a baccalaureate degree in child development, early childhood education, or equivalent coursework. (ii) As prescribed in section 648A(a)(3)(B)27 of the Act, a program must ensure all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act.

(5) Center-based teachers, assistant teachers, and family child care provider competencies. A program must ensure center-based teachers, assistant teachers, and family child care providers demonstrate competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.

**Knowledge, skills and abilities include:**

- Knowledge of Head Start Performance Standards;
- Knowledge of Minnesota Rule 3 Licensing requirements where applicable;
- Must meet requirements of Head Start and Minnesota Department of Human Services background checks;
- Ability to understand and follow all policies and procedures in the Employee Handbook;
- Must have strong reading, writing and communication skills;
- Proficient in the use of technology and learning new programs;
- Requires strong attention to detail;
- Requires CPR and First Aid Training;
- Must be unbiased toward low-income families, other racial and ethnic groups, and have an appreciation of cultural diversity and differing values;
- Ability to establish and maintain effective working relationships with others, including parents and other staff members.

**Physical Demands & Working Conditions:**

The job requires frequent bending, twisting, kneeling, standing and sitting on the floor. Must be able to lift 40 pounds frequently and 40 to 50 pounds occasionally. Teachers may experience stress associated with working with families experiencing difficult situations or experiencing mental health episodes. Teachers are exposed to a variety of communicable illnesses, such as colds, flu, strep and others illnesses common to children. Home visits can at times involve exposure to smoking or other home environment conditions, including potentially aggressive animals. There is occasional driving to attend meetings. Some assignments require more extensive driving for home visits due to territory covered. Some assignments may involve set-up and tear down of the classroom at the end of a plan year. Record keeping and report preparation requirements can impose pressure of deadlines.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.