

# **GATEWAY COMMUNITY ACTION JOB DESCRIPTION**

**Job Title: Head Start Teacher**

**Classification: Non-Exempt**

**Reports to: Head Start Education/Disability/Mental Health Manager**

**Date: Revised April 2017**

## **Summary/Objective**

Plans, organizes, and implements educational services for children in the Head Start classroom that will prepare children for later school success

## **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Implements curricula in the classroom
- Applies knowledge of developmentally appropriate practices
- Guides and facilitates daily activities
- Maintains a comprehensive system for assessing and tracking child progress
- Cooperates with parents to build and support home school connections by providing parents with information about curriculum and school readiness
- Establish and maintain relationships with community partners by being proactive and supportive of program needs
- Maintain a safe and healthy classroom environment through continued awareness and maintaining commitment to keeping all children safe
- Assist in implementing Individualized Education Programs (IEP's)
- Complies with the Head Start Performance Standards and all applicable local, state, and federal laws.
- Supervises all classroom assistants and volunteers
- Responsible for the overall direction, coordination, and evaluation of classroom assistants
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsible for training employees
- Plans, assigns, and directs work
- Addresses classroom concerns and resolves problems

## **Competencies**

1. Analytical Thinking
2. Collaboration
3. Coaching
4. Tact
5. Diversity/Inclusion
6. Ethics/Integrity
7. Attention to detail
8. Organizational Understanding
9. Professionalism
10. Planning/Time management

**Supervisory Responsibility**

This position has supervises and provides direction to Head Start classroom instructional assistants, volunteers, and substitutes.

**Work Environment**

This position operates in a classroom environment.

**Physical Demands**

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a regular part time position. Days and hours of work are planned in advance and schedule is provided at the beginning of each program year. Flexibility in schedule is required.

**Travel**

Travel is primarily local during the business day, although out-of-area travel may be expected upon notice.

**Required Education and Experience**

A minimum of an Associate Degree (A.A.) in early childhood education; or an Associate Degree in a related field and course work equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

**Preferred Education and Experience**

A Bachelor Degree in early childhood education or in a related field with experience is preferred.

**Additional Eligibility Qualifications**

TSG Certification

**Additional Requirements**

Valid Kentucky driver's license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

**AP/EEO Statement**

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

HR/EEO Director: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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

Approved by Board of Directors on: \_\_\_\_\_