

WALDO COMMUNITY ACTION PARTNERS

(Job Description)

Position: Teacher – Combo Option

General Scope of Duties: To provide developmentally appropriate early childhood education that advances the cognitive, language, physical, social and emotional growth & development for a classroom of up to 8 infants and toddlers. Responsibilities include assisting the Site Manager to ensure compliance with all existing state child care licensing regulations and federal Head Start Performance Standards. Align all actions to support agency mission by ensuring all policies and procedures demonstrate integrity and ethical behavior.

Equipment used: All general office equipment including computer systems.

Essential Duties:

Classroom Management: collaboratively with co-teacher

- Provide oversight of center in absence of Site Manager.
- Supervise Classroom Aide.
- Establish and maintain a safe and healthy environment.
- Plan and implement developmentally appropriate educational activities. Ensure compliance with Head Start Performance Standards 1304.21 Education and Early Childhood Development and School Readiness Frameworks, Maine Infant – Toddler Early Learning Guidelines, and School Readiness program goals and statement.
- Facilitate compliance with all other Head Start Performance Standards including, but not limited to, family engagement, home visiting, child screenings and assessments/individual child plans, case conferencing, health & safety, nutrition, and inclusion of children with special needs.
- Provide oversight of children's development in the classroom:
 - Conduct observations of each child's developmental progress and incorporate into curriculum plans, and individual child plans.
 - Complete developmental assessments for each child as indicated by our program calendar and by the periodicity of assessment tools.
 - Complete behavioral/social-emotional assessments for each child as indicated by our program calendar and by the periodicity of assessment tools.
 - In partnership with Assistant Teacher, recommend referral for special services as indicated by observations and assessments.
 - Work collaboratively with Child Development Services (CDS) to incorporate the delivery of special services into the classroom, including but not limited to, assisting with the scheduling of services and the provision of appropriate space.
 - Attend Early Childhood Team (ECT) meetings as required for children receiving special services.
 - Conduct two parent/staff conferences with each child's family during the program year to discuss child outcomes data and to incorporate parent input into individualization/curriculum planning Parent/teacher conferences will be incorporated into regularly scheduled monthly home visits during the months they are due.
 - Conduct monthly home visits with each child's family during the program year. The initial home visit is conducted to build relationships, as in center-based, and the final home visit to complete the transition process to an identified placement for the following year (other Early Head Start, Head Start or other preschool/Infant Toddlers settings).
 - Provide daily supervision of volunteers and visitors.
 - Dispense medication as needed and document according to Head Start Medication Policy.
 - Follow any applicable Individual Health Plans (IHPs) in partnership with classroom staff members, Health & Safety Coordinator and Program Nurse.

Record Keeping and Reporting: collaboratively with co-teacher

- Report all suspected cases of child/adult abuse and neglect to the Department of Health & Human Services and Head Start administration as required by law and WCAP policy.
- Establish and maintain children's records to meet all required standards and regulations.
- Submit weekly lesson plans and monthly child observations to the Head Start Education Manager and supervisor if different from the Education Manager.
- Submit reports of developmental assessments to the Head Start Education Manager, and to supervisor if different from the Education Manager.
- Submit reports of behavioral/social-emotional assessments to Head Start Education & Disabilities Coordinator.
- Submit documentation of parent/staff conferences and home visits to the Head Start Education Manager, and to supervisor if different from the Education Manager.
- Submit documentation of child and classroom outcomes data to Education Manager.

Support for Family Participation: collaboratively with co-teacher

- Work collaboratively with the Head Start Family Services Coordinator to support and encourage family participation.
- Encourage parent engagement at Parent Meetings by providing opportunities for them to participate in their child's development and learning.
- Prepare monthly curriculum information to share at Parent Group meetings.
- Prepare weekly "Family Packs" of information to send home to each family.

Leadership & Teamwork: collaboratively with co-teacher

- Building cooperative goals and relationships of mutual trust.
- Work in collaboration with agency staff to facilitate a team environment.
- Demonstrate effective communication skills in building relationships with all employees and clients.
- Collaborate with all partner agencies to assure effective communication processes across agencies.
- Exhibit a positive attitude and professional, confidential and collaborative approach with supervisor, co-workers, clients, partners and community.
- Adhere to the policies in the use of computer technology and all tele-communication devices.
- Represent Head Start in establishing and maintaining professional collaborative relationships with representatives of a variety of organizations including, but not limited to, Child Development Services case managers and therapists; and community and parent groups.
- Attend all regularly scheduled Head Start meetings, professional development sessions and events including, but not limited to, staff meetings, content area meetings and WCAP staff days.
- Perform light housekeeping duties in classroom and building as assigned.
- Share monitoring of voice and email systems.

Safety and Wellness: collaboratively with co-teacher

- Actively promote safety and accident prevention within the workplace.
- Report any unsafe conditions, incidents and/or accidents immediately.

Professional Growth and Development:

- Maintain qualifications for this position as required by Head Start and state child care licensing regulations, and when applicable, ME Department of Education (DOE).
- Attend professional development opportunities presented by Head Start or other professional organizations as appropriate.

NECESSARY ABILITIES AND KNOWLEDGE:

- Ability to work in computerized data based system.
- Must maintain confidentiality at all times.

