

**WALDO COMMUNITY ACTION PARTNERS**  
(Job Description)

**Position:** Lead Teacher

**General Scope of Duties:** To provide developmentally appropriate preschool education that advances the cognitive, language, physical, social and emotional growth for a classroom of up to 20 children. Responsibilities include ensuring compliance of all existing state child care licensing regulations and federal Head Start Performance Standards. Align with agency mission in all aspects of work.

**Equipment used:** General office equipment including, but not limited to, fax machine, computer, copier, email and voice mail.

**Essential Duties:**

**Classroom Management:**

- Provide oversight of center in absence of Site Manager.
- Supervise Teacher and Program 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.
- Facilitate compliance with all other Head Start Performance Standards including, but not limited to, family engagement , home visiting, 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, utilizing Teaching Strategies GOLD Assessment System.
  - Complete developmental assessments for each child three times per program year, utilizing Teaching Strategies GOLD Assessment System.
  - Complete behavioral/social-emotional assessments for each child twice in the program year using the Devereux Early Childhood Assessment (DECA) tool.
  - 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.
  - Conduct two home visits with each child's family during the program year. One will be held to introduce parents to the program and the second will be done to discuss child outcomes data as well as to incorporate parent input into individualization/curriculum planning and to prepare the child and parent's transition to Pre-k or Kindergarten.
  - Provide daily supervision of Head Start volunteers and visitors.

- Dispense medication as needed and document according to Head Start Medication Policy.

#### Record Keeping and Reporting:

- 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 individual child plans and 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 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 supervisor if different from the Education Manager.

#### Support for Family Participation

- Work collaboratively with the Head Start Family Advocate and Site Manager to support and encourage family participation.
- Prepare monthly curriculum information for the Family Advocate to share at Parent Group meetings.
- Attend Parent Meetings to encourage parent engagement in their child's development and learning.
- Prepare weekly newsletters, "Family Packs" of information to send home to each family.

#### Leadership & Teamwork

- 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.
- Perform light housekeeping duties in classroom and building as necessary.
- Share monitoring of voice and email systems.

#### Safety and Wellness:

- 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.
- Attend professional development opportunities presented by Head Start or other professional organizations as appropriate.
- Attend all regularly scheduled Head Start meetings, trainings and events including, but

not limited to, team meetings, Content Area Meetings and WCAP staff days.

**NECESSARY ABILITIES AND KNOWLEDGE:**

- Proficient skills in Microsoft Word, Excel and Outlook.
- Strong communication skills.
- Strong organizational/time management skills.
- Ability to lift 35 lbs.

**PREFERRED QUALIFICATIONS**

1. A Bachelors or advanced degree in early childhood education with an 081 Credential (full or conditional) (required if designated as a Lead teacher in conjunction with a public school pre-K partnership); or
2. A Bachelors or advanced degree in early childhood education
3. BA/BS degree in a field related to ECE or any subject with coursework equivalent to a major relating to early childhood education. College transcripts must demonstrate a minimum of 24 credit hours related to ECE specific content areas, in addition to at least 1 year of experience teaching preschool-age children.

**MINIMUM QUALIFICATIONS:**

At least 21 years of age and meet one of the following:

1. A Bachelors or advanced degree in a field related to early childhood education with 24 or more ECE credits.
  2. An Associate’s degree in Early Childhood Education
- Experience teaching pre-school children.
  - Ability to meet WCAP background clearance requirements.
  - Adequate transportation and ability to meet and maintain WCAP’s minimum insurance standards.
  - Able to pass physical and TB screening.
  - Must pass and maintain current CPR/First Aid certification.

**REPORTS TO:** Site Manager

**HOURS PER WEEK:** 36-40 hours depending on site.

**SALARY RANGE:** Non-exempt/Grade 7/Points 275/Seasonal

**STATEMENT OF UNDERSTANDING:**

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
date