



## Classroom Teacher Job Description

<b>Job Title:</b>	Classroom Teacher	<b>Location:</b>	Center
<b>Department:</b>	Head Start	<b>Reports To:</b>	Supervisor
<b>Division:</b>	Central Office	<b>Pay Grade:</b>	
<b>FLSA Status:</b>	Non-Exempt		

### **SUMMARY**

In conjunction with the North Idaho College Head Start mission, Five-Year Goals and in compliance with all local, state and federal regulations the Classroom Teacher under general direction is responsible for the implementation of developmentally appropriate Early Childhood curriculum in the classrooms.

### **Position Description**

This list includes, but is not limited to the following:

- Maintains a positive, helpful, constructive attitude and work relationship with supervisor, staff, families and the community.
- Conduct classroom hours each week per center model. Attendance is mandatory for teaching staff during classroom hours.
- Establish and maintain a safe, clean, healthy learning environment.
- Use program selected curriculum, plan and implement with the classroom team, learning experiences that advance the intellectual, physical, and social-emotional development of children.
- Create developmentally appropriate and warm environments.
- Support individual children in meeting their basic developmental needs such as feeding and toileting.
- Responsible for completion of screenings, assessments, and goal setting for each child including the collection of anecdotal entries and completion of child portfolio.
- Support the development of relationships between children and their families through involvement in the program.
- Conduct Home Visits and Parent Teacher Conferences per center Model
- Keep ongoing up-to-date documentation and records in each child file, hard copy and/or the electronic file.
- Provide referrals, follow-up and documentation as needed for both children and families.
- Support disability services that can include attending I.E.P. meetings and completing documentation for special services.
- Staff with Family Advocate and Supervisor on Families and children as needed and as indicated in procedures
- Serve as a mentor and coach to new employees, interns, practicum students, and volunteers.
- Participate in center and/ or program recruitment activities.
- Participate in internal and external committees, including but not limited to, planning and/or operations committees and task forces as directed by the program Director.
- Participate in professional development opportunities to ensure up-to-date, quality services to children and families.
- Participate as part of the center team to ensure efficient center operations.
- Perform other duties as assigned by Supervisor.
- Plan work time to meet the center operations schedule, knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.

### **REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.



**Education**

**Level I:** Associates degree in Early Childhood Education, or Child Development, OR Associates degree in any other field of study AND: the equivalent of a major in Early Childhood Education or Child Development.

**Level II:** Bachelors degree in Early Childhood Education, or Child Development, OR Bachelors degree in any other field of study AND: the equivalent of a major in Early Childhood Education or Child Development

**Experience**

- One year experience (256 hours minimum) as a staff or volunteer in a preschool classroom with at least 10 children, with preference given to Head Start experience.

**Knowledge, Skills and Abilities**

- Strong interpersonal skills and the ability to work with people from diverse ethnic, cultural and linguistic backgrounds.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
- Positive approach to Early Childhood Development programs, health and social services.
- Demonstrate professional ethics and confidentiality.
- Represent the Head Start program in the community and with other professionals, positively and with professionalism.

**Licenses, Registrations and Certification**

- Register with Idaho STARS and participate in the professional development system.
- Meet all training and certification requirements for child care licensing and Head Start Program Performance Standards.
- Maintain current Infant/child & Adult CPR and First Aid.
- Meet terms of Statement of Agreement/ Employment Declaration.
- Pass an enhanced criminal background check including fingerprinting, as required by Head Start Program Performance Standards and Child Care Licensing requirements, prior to first day of work.

**Work Environment**

Work in a variety of environments including shared office space and classrooms, as well as families' homes and community buildings.

**Physical Demands**

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl bend, push and pull as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Able to get in and out of a car and navigate entrance and exit of centers, public buildings, and/or families' homes.

I, \_\_\_\_\_ have read this job description and understand its contents.  
*(print your name here)*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date