

ICS, INC.

JOB DESCRIPTION

Job Title: Early Head Start Teacher
Classification: Non-Exempt
Working Hours: 8:00 a.m. - 4:00 p.m.
Working Weeks: 46 Weeks

General Description

To implement the early childhood development program as required by ACF and Institute of Community Services in the Head Start Centers as assigned by the Early Head Start Director.

Specific Duties

1. Creates a responsive, caring environment
2. Talks in a pleasant, calm voice using simple language and frequent eye contact
3. Interacts warmly and communicates with children during care giving routines (diapering, feeding, and changing clothing)
4. Responds to infant and toddler cues and needs in a calm and respectful manner
5. Displays positive teacher/child interactions that promote language and social development
6. Maintains an documents a clean, safe, and healthy environment (indoors/outdoors)
7. Supervises enrollees by sight and hearing at all times indoors/outdoors
8. Washes hands and uses gloves at required times
9. Feeding procedures are accurately followed at all times (infants are held while being fed and bottles are properly labeled/stored)
10. Staff promote effective dental hygiene procedures (infant mouths are swabbed after each feeding, children brush twice per day) Toothbrushes are maintained and replaced every 3 months or as needed
11. Individualized curriculum experiences to address each child's unique development using observations, screenings, IFSP/IEP, assessment data, and families' goals for their children
12. Provides a variety of methods and materials to stimulate learning (books, visual displays, songs, etc.)
13. Identifies with parent strategies that support and reinforce children's learning
14. A variety of developmentally appropriate materials are available and utilized throughout the day including transition
15. Implements developmentally appropriate activities that are effective and offer a variety of learning experiences in all domains
16. Completes all developmental assessment and sensory screenings with 45-day deadline
17. Completes and shares with parents the information on the Infant/Toddler Daily Activity Sheet
18. Maintains as accurate filing and recordkeeping system
19. Child Development plans are completed on time and individualized based upon each child's unique development using observations, screenings, IFSP/IEP, assessment data, and families' goals for their child

20. Completes at least two (2) home visits and two (2) parent conferences per year
21. Recruits volunteers and in-kind contributions

Supervisory Control

The teacher is directly responsible to the center director for center operations, and directly responsible to the Early Head Start Director for service area operations.

The teacher's performance is monitored by the Early Head Start Coordinator. The teacher is evaluated annually by the center director and the Early Head Start Coordinator. He/she may be informally evaluated on the job at any time deemed necessary. The teacher will be evaluated according to the criteria under the levels of performance. The evaluation results are reviewed by the Early Head Start Director.

Other Significant Facts

- Must be willing to work with infants and toddlers in floor activities.
- Good health.
- Must receive annual physical examination.
- Must have reliable transportation and valid automobile insurance coverage.
- Must wear indoor slippers or shoe coverings when walking in the infant play areas.
- Must be willing and capable of physically lifting and moving infants and toddlers.
- Must be cleared by MS State Department of Health.

All employees are hired at will and pleasure of JCS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than "at will", nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be "at will." "At will" employees may resign at any time or be terminated for any reason, so long as it's not illegal; JCS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations, etc.

Qualifications

At least an associate degree in Early Childhood Education or related (e.g., 6 or more classes in Early Childhood), Child Development and Childcare Technology or Child Development Associate (CDA) - Infant/Toddler endorsement. Also willing to enroll in college classes to further enhance skills and obtain a B. S. Degree.