

Institute of Community Services, Inc.

Job Description

Job Title: Teacher
 Classification: Non-exempt
 Hours: 8:00 a.m. - 3:00 p.m.
 Working Weeks: 35

I. General Duties:

To implement the education and early childhood development services program as required by Administration for Children and Families/Head Start Bureau in the Head Start centers as assigned by the child development director

II. Specific Duties:

1. Organizes classroom space into functional areas (learning centers) that are recognizable by the children
2. Maintains a clean and healthy classroom environment
3. Maintains a safe environment - indoors and outdoors
4. Keeps classroom arranged in an orderly manner and materials readily accessible to the children
5. Provides for constant supervision of children during all activities – indoors and outdoors
6. Administers the developmental screening inventory and behavioral rating scale within 45 calendar days of each child's enrollment
7. Refers children with suspected problems to the disabilities/mental health area using a collaborative approach that benefits all children in the classroom
8. Establishes pictorial classroom rules with the children that are age appropriate and posts them in the classroom
9. Completes lesson plans for individual, small group and large group activities with active staff participation on a weekly basis
10. Conducts balanced daily activities jointly with teacher assistant to reflect curriculum areas, individualized instruction and integration; open/structured learning and active/quiet indoor and outdoor activities; including eating and conversation with children
11. Provides for a balanced program of developmentally and linguistically appropriate language and concepts that are understandable to young children and makes concept connections to familiar words and ideas
12. Provides a variety of art media and allows for creative expressions
13. Provides for smooth transition from one activity to another and maintains order using classroom management techniques
14. Makes observations and assesses each child according to schedule using the current formative assessment and designated formal and informal assessment instruments
15. Uses assessment data to plan for improved performance of children, teachers, and classroom
16. Conducts and documents home visits and parent conferences as required by the agency using results to develop individualized curricula for children
17. Completes appropriate observation notes for each child documenting performance and need for referrals
18. Makes daily health observations on each child and refers children to center director as needed
19. Uses volunteers, available community resources, and field trips for classroom enrichment
20. Maintains a filing system and accurate record keeping preparing and submitting reports (achievement/progress reports, developmental skills checklist, kindergarten inventories, etc.)
21. Completes annual professional development plans with relevant objectives for increasing performance of children and teacher
22. Attends all required training including pre-service and in-service
23. Completes contact hours in the area of Early Childhood Education to improve skills and knowledge relating to school readiness goals
24. Documents that professional development trainings have resulted in increased teaching performance
25. Documents that professional development trainings have resulted in increased children's achievement
26. Recruits volunteers and in-kind contributions.

III. Supervisory Control:

The teacher is directly responsible to the center director for center operations, and ultimately responsible to the child development director for service area operations. For further guides to day-to-day operation, refer to the curriculum guide, procedural manual, and memoranda from the child development director.

The teacher's performance is assessed using the CLASS and monitored twice per evaluation period by child development staff. The teacher is evaluated semi-annually by the center director and child development staff. 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 child development director.

IV. Other Significant Facts:

- Must receive annual physical examination
- Must have reliable transportation
- Must have proof of current automobile liability insurance on file in the business office

V. Qualifications:

Minimum requirement: Bachelor's degree in Early Childhood Education, or related field with a minimum of 18 hours in Early Childhood Education and experience in an early childhood education classroom.

All employees are hired at will and pleasure of ICS, 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; ICS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations, etc.

Institute of Community Services, Inc.
Performance Evaluation Form

Name of Employee _____

Position: Teacher

Location _____

Date: _____

Performance Area Job Elements and Task Responsibilities (Weighted Value: 4 each)	Performance Rating (No check marks – use number ratings)		
	Unsatisfactory 0	Satisfactory 1	Excellent 2
1. 1.Provides a Developmentally Appropriate Learning Environment			
Activities (4 points for each activity)			
1.1 Organizes classroom space into functional areas (learning centers) that are recognizable by the children			
1.2 Maintains a clean and healthy classroom environment			
1.3 Maintains a safe environment - indoors and outdoors			
1.4 Keeps classroom arranged in an orderly manner and materials readily accessible to the children			
1.5 Provides for constant supervision of children during all activities – indoors and outdoors			
SUBTOTAL			
2. Facilitates Growth, Development and Learning			
Activities (2 points for each activity)			
2.1 Administers the developmental screening inventory and behavioral rating scale within 45 calendar days of each child's enrollment			
2.2 Refers children with suspected problems to the disabilities/mental health.			
2.3 Establishes pictorial classroom rules with the children that are age appropriate and posts them in the classroom			
2.4 Completes lesson plans for individual, small group and large group activities with active staff participation on a weekly basis			
2.5 Conducts balanced daily activities jointly with teacher assistant to reflect curriculum areas, individualized instruction and integration; open/structured learning and active/quiet indoor and outdoor activities; including eating and conversation with children			
2.6 Provides for a balanced program of developmentally and linguistically appropriate language and concepts that are understandable to young children and makes concept connections to familiar words and ideas			
2.7 Provides a variety of art media and allows for creative expressions			
2.8 Provides for smooth transition from one activity to another and maintains order using classroom management techniques			
2.9 Makes observations and assesses each child according to schedule using the current formative assessment and designated formal and informal assessment instruments			
2.10 Complete Classroom and Playground Safety Checklist; <i>this is to be done each day.</i>			

SUBTOTAL

Performance Area Job Elements and Task Responsibilities (Weighted Value: 4 each)	Performance Rating (No check marks – use number ratings)		
	Unsatisfactory 0	Satisfactory 1	Excellent 2
3. Record Keeping (4 points for each activity)			
Activities			
3.1 Conducts and documents home visits and parent conferences as required by the agency using results to develop individualized curricula for children			
3.2 Completes anecdotal/observation notes for each child documenting performance and need for referrals			
3.3 Makes daily health observations on each child and refers children to center director as needed			
3.4 Uses volunteers, available community resources, and field trips for classroom enrichment			
3.5 Maintains a filing system and accurate record keeping preparing and submitting reports (achievement/progress reports, developmental skills checklist, kindergarten inventories, etc.)			
4. Recruits Volunteers and In-Kind Weighted Value 20 Points <i>Recruits and obtains volunteers/in-kind contributions to assist in meeting the quota for the agency's non-federal contributions as required by the supervisor = Satisfactory. (Value 20 Points) Meets all criteria for satisfactory and exceed the quota by 5% = Excellent. (Value 40 Points)</i>			
4.1 Recruits volunteers and in-kind contributions.			

<p>5. Maintains a high quality classroom of teacher interaction as assessed by CLASS and use of data.</p> <p><i>Weighted Value = 5 points for three domains</i></p>			
<p>5.1 Emotional Support- predicts value of children's functioning as an indicator of school readiness goals</p> <p><i>Score from CLASS assessment _____</i> <i>Score ranges: below 3 (0 pts); 3-5 (5 pts); 6-7 (10 pts)</i></p> <p>TEACHER'S CLASS SCORE for This Evaluation _____</p>			
<p>5.2 Classroom Organization- predicts value of opportunity for managing behavior and opportunity for achievement of school readiness goals.</p> <p><i>Score from CLASS assessment _____</i> <i>Score ranges: below 3 (0 pts); 3-5 (5 pts); 6-7 (10 pts)</i></p> <p>TEACHER'S CLASS SCORE for This Evaluation _____</p>			
<p>5.3 Instructional Support- predicts the value of academic functioning and implementation of the curriculum for achieving school readiness goals</p> <p><i>Score from CLASS assessment _____</i> <i>Score ranges: below 3 (0 pts); 3-5 (5 pts); 6-7 (10 pts)</i></p> <p>TEACHER'S CLASS SCORE for This Evaluation _____</p>			
<p>5.4 Aggregates and analyzes data to determine strengths and needs, inform or adjust teaching strategies and support individualize learning.</p>			
SUBTOTAL			

**INSTITUTE OF COMMUNITY SERVICES, INC.
PERFORMANCE APPRAISAL**

Name of Employee _____

Position: Teacher _____

Date: _____

<p>Training Needed</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Performance Rating</p> <p>Total Points _____</p>
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Signatures:	
Employee _____	Date _____
Rater _____	Date _____
Rater _____	Date _____
Reviewer _____	Date _____

The employee's signature does not necessarily indicate agreement with the evaluation but signifies awareness of the content.

COMMENTS:
(Employee) _____

(Rater) _____

(Reviewer) _____

<p>Numeric Rating Codes</p> <p>0 – Unsatisfactory ---- 0 – 70</p> <p>1 – Satisfactory ---- 71 – 160</p> <p>2 – Excellent ---- 161 – 200</p>	<p>Copies:</p> <p>Original – Human Resources</p> <p>Copy 1 - Employee (Yellow)</p> <p>Copy 2 – Immediate Supervisor (Pink)</p>
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