

South Central Community Action Program, Inc.
Position Description

Position Title: Lead Teacher

Department: Head Start

Pay Grade: 13

Reports To: Education Coordinator

Position Status: Regular Full-Time

Purpose of Position

Under supervision of the Education Coordinator, the Lead Teacher plans and implements a weekly and ongoing developmentally appropriate plan for a group of three to five year old children with individualized considerations for each child operates classroom and exceeding federal Head Start Standards, state licensing regulations and local grant goals/objectives. Additionally, this position acts as a resource, advisor, and advocate for the parents in the areas of child development, health, education, and community resources. The Lead Teacher will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. commitment to helping people.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides and maintains appropriate welcoming classroom environment and atmosphere where children are accepted and respected as individuals.
- Plans and implements daily lessons that are developmentally appropriate for the group and individual; communicates positively with children; uses appropriate child development methods; adapts activities for special needs children.
- Visits children's families two to five times per year depending on program the child is in; assists families and maintains open communications; encourages parent involvement; respects culture and background of families; acts as a positive role model for parents and children.
- Must do at least two parent teacher conferences per year with appropriate documentation.
- Plans and sets up classroom with accessible age-appropriate materials, equipment, and activities designed to stimulate questioning, problem solving, decision making and physical development.
- Maintains current and accurate records of family interactions including home visits, conferences, family action plans, needs assessments, etc.
- Attends case conferences; acts as support or resource for parents. Provide parents with knowledge regarding child development and the approach used by Head Start.
- Once a month provide developmentally appropriate experiences in each of the following areas: safety, nutrition, mental health, health, multi-cultural experiences, and at least four language/literary activities provided.
- Conducts and documents weekly anecdotes, observations, and assessments of children.

- Plans, organizes, and conducts field trips utilizing the community as an extension of the classroom.
- Prepares and distributes monthly newsletter to parents and families.
- Lead Teachers (½ day and 6 hour) assist with health follow-up and act as Family Advocate providing social service outreach to classroom families.
- Conducts classroom inventories and prepares list of needed supplies.
- Observe and assess children to determine the need for referrals. Is aware of and adopts activities for children with special needs.
- Carries out positive discipline practices in accordance with South Central Community Action, Inc. policies and procedures.
- Responsible to maintaining and tracking expenditures in regards to their classroom budget.
- Participates in and supports at least four events annually (HS program year) hosted or sponsored by SCCAP; including parent events, and community fairs.
- Interacts and provides feedback to all component supervisors.
- Attends various training sessions, meetings, parent activities, seminars, and workshops.
- Prepares and/or serves meals and snacks; sitting with children to encourage social interaction, performs housekeeping tasks.
- Actively participate in securing in-kind contributions from families, professionals and community members.
- Engages parents in volunteering, community service, and other ways of contributing to program activities and services.
- Provide opportunities for children and families to participate in family literacy services.
- Make decisions and act based on family support principals, theories, practices, and code of ethics.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

- Early Childhood Associate Degree, Early Childhood B.A./B.S. or a 4-year degree with 6 courses on Early Childhood Education/Development required.
- Supervised Student Teaching and two years pre-school experience preferred.
- Skilled in the use of computers for email, creation, and manipulation of databases, and Microsoft Office 2003.

Special Requirements

- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (The Company will provide the training).
- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

Minimum Physical and Mental Abilities required to Perform Essential Job Functions

Physical Requirements

- Ability to utilize departmental equipment and supplies.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of employees.
- Ability to cultivate, and maintain a positive and dynamic agency culture and vision.
- Ability to assess employees' job performance and prepare performance assessments.
- Ability to provide instruction and training and to respond to employee problems and concerns.
- Ability to recommend/approve the selection, promotion, or transfer of an employee.
- Ability to document, recommend, and carry out the coaching and counseling of an employee's job performance.

Mathematical Ability

- Ability to perform basic mathematical skills.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including family action plans, reports, monthly parent contact reports, MIS, Quarterly Inkind Reports, home visit reports, time sheets, lesson plans, DIAL screenings, purchase requisitions, inventory lists, field trip requests, mileage reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including performance standards, DIAL screening book, training guides, personnel policies, staff handbook, CPR/first aid manual, etc.
- Ability to prepare lesson plans, activity sheets, quarterly reports, family needs assessments, field trip request forms, monthly information report, family contact reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate positively and effectively with staff, government officials, parents, children, supervisor, Board of Directors, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to use and interpret Head Start jargon, and early childhood terminology and language.
- Ability to maintain the integrity of confidential employment, client, and business information.

- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and program staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas. Ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret on the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

Environmental Adaptability

- Ability to work effectively in an office/school environment.

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to be reasonably accommodating to individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their supervisor.

Employee's Name: _____

Employee's Signature

Date

Human Resources Manager's Signature

Date