

APM HEAD START JOB DESCRIPTION

Title: Certified Early Childhood Education Teacher

I. Position Summary

The responsibility of the teacher is the implementation of the educational program as described in the APM Head Start Plan and the Head Start Program Performance Standards. The teacher is responsible for the supervision of the Assistant Teacher and volunteer in the classroom. The teacher is responsible for the completion of child assessments and anecdotal records which will help in planning an appropriate individualized educational program for each child. The teacher will work with the Educational Coordinator and other component staff in developing activities, which will be presented to parents at the time of home visits.

II. Descriptions of Duties and Responsibilities

1. Work as a team with the Assistant Teacher, parent and other volunteers in preparing and carrying out the daily activities of the classroom, such as, preparing the lesson plans.
 - a) Work with Head Start Director and Education Coordinator and parents to develop a culturally relevant educational program of classroom and group socialization activities, complemented by activities, that can be carried out at home, that complies with the APM Head Start Plan.
 - b) Complete all child developmental assessment and review with the Education Coordinator. Help to identify children who may need developmental intervention.
 - c) Help plan any child development or educational component of the monthly parent training and group socialization meeting for parents. Planning will be in conjunction with parents, the Education Coordinator and other team members as appropriate.
2. Organize the classroom into specific learning centers with developmentally and culturally appropriate materials in each learning center.
3. Create a warm, inviting atmosphere for parents, children and staff in the classroom.
4. Seek input from the Education Coordinator to determine and correct areas of weaknesses in the classroom design or activities.

5. Provide individual home visitation services at least twice a year in order to gain understanding of the environment in which the child lives and to assist parents in advancing their child development in the home.
6. Attend and participate in pre-service and in-service training for staff and parents that will increase knowledge of Head Start components and how Head Start works to strengthen the whole family. Attend and participate in staff meeting.
7. Provide education and training to staff and parents regarding child development and appropriate expectations for children through role modeling and direct training.
 - a) Provide on-going mentoring to classroom staff and volunteers.
 - b) Meet regularly formally with parents to provide educational and supportive information regarding child development and behavior that result from developmental stages.
8. Maintain confidentiality in all matter pertaining to families and children. Share information only with staff who “need to know” in order to assure the healthy development of children and to assist in areas of family needs.
9. Cooperate and communicate with Component Coordinators to integrate all Head Start components into the daily program activities in the classroom.
10. Oversee the completion of all required record keeping, such as attendance form, volunteer log, meal participation sheets, permission slips, etc.
11. Assure that all child development assessments, anecdotal records, and individual education plans are given to the assigned staff person and filed in the child’s confidential file.
12. Perform other duties as assigned by supervisor.

III. Qualifications of Position

1. Bachelor in Early Childhood Education with certification in Early Childhood Education.
2. Two (2) years experience working as a classroom teacher in the field of early childhood education, preferable with a preschool population and working with families.
3. One (1) year experience supervising other classroom staff and / or volunteers.
4. Knowledge of and belief in the Head Start Family empowerment model.
5. Knowledge of or experience working with at-risk children.

6. Bi-lingual, bi-cultural in the Latino culture preferred.

Teacher _____ Date: _____

Human Resources Generalist: _____ Date: _____