

# York County Community Action Corp.

## Children's Services

### HEAD START LEAD TEACHER

#### Job Description

**REPORTS TO:** Site Coordinator, with input from program managers

**STATUS:** Non Exempt, Full-Time

**PAY GRADE:** 5

**EMPLOYMENT PERIOD:** 40 hours a week, weeks depend on specific location

**PURPOSE:** The Lead Teacher is responsible for planning, implementing, and documenting an effective, comprehensive child development program and developing and maintaining partnerships with families. All services must be provided and documented accurately, in compliance with federal and state standards. The Lead Teacher will supervise education staff members in the assigned classroom/center.

#### RESPONSIBILITIES:

**1. Program Services.** Requirements to meet standard include:

- Completes Initial Child Development Home Visit process with new enrollees prior to the child entering the classroom.
- Assures the completion of developmental and behavioral screenings for all children within 45 days of entry into the program.
- Completes home and center visits for all families to discuss child development and parent and family engagement. Each family will receive a minimum of 2 educational home visits, in addition to 2 parent/teacher conferences that may not be combined. Additional visits may be required.
- Assures and maintains updated files and documentation on individual children following program protocol and maintains documentation according to program standards.
- Utilizes the Child Plus data base as directed by program managers.
- Assists in the recruitment of families, as directed.
- Supervises the Head Start Teacher and/or Classroom/Center Aide to assure the completion of Head Start Performance Standards and Maine Childcare Licensing.
- Completes Professional Development Plans two times a year and a yearly Performance Review of the Head Start Teacher and/or Classroom/Center Aide.

**2. Education Services.** Requirements to meet standard include:

- Assures the implementation of daily age-appropriate programming through planning, observing, and documenting which meets the individual developmental needs of children and reflects the language, culture, and traditions of families.
- Assures the completion of the ongoing assessment using the online tool, Teaching Strategies GOLD, for each child three or four times a year, according to the centers timeline.
- Creates a warm and accepting environment for all children and adults. Exhibits a positive attitude, which leads to a positive work environment.
- Assures individual developmental plans are completed with families three or four times a year reflective of the child's development; School Readiness Goals; Maine Early Learning and Development Standards; and Head Start Early Learning Outcomes Framework; as well as meets the family's needs.
- Assures classroom organization through intentional preparation, providing clear and consistent behavioral expectations, and minimizing transitions.

- Assures full implementation of the Creative Curriculum.
  - Participates in Individual Education Program (IEP) meetings for assigned children. Assures communication with the Special Services Coordinator for timely tracking and follow-up of related services.
- 3. Family Services.** Requirements to meet standard include:
- Partners with each enrolled family to encourage family and parent engagement, including but not limited to parent child activities at home. This includes in-kind.
  - Encourages, supports, and facilitates parent participation and engagement in all areas of the program.
  - Assists in the planning and coordinating of Parent Committee Meetings, emphasizing a connection to Policy Council, with the Family Service Worker.
  - Reports any concerns of abuse or domestic violence following the written protocol and according to Child Abuse and Neglect laws.
- 4. Health and Nutrition Services.** Requirements to meet standard include:
- Assists in ensuring that families establish ongoing relationships with health and dental care providers
  - Assists in ensuring that every enrolled child is up-to-date on well child and dental care
  - Actively engages families in discussion to ensure that needed health, dental and nutrition follow-ups/referrals are completed in partnership with the Family Service Worker
  - Assures the completion of health referrals and follow-up according to program policies and procedures
  - Works together with families and management to identify children's nutritional needs
  - Works collaboratively with the Nutrition Staff member for nutritional activities in the classroom.
  - Assures meals and meal attendance is in accordance with Child Care Licensing and USDA's CACFP.
  - Promotes healthy habits within the classroom environment assuring cleaning, sanitation and disinfectant procedures are followed and addresses issues as appropriate.
  - Family style meals consist of engaging in adult: child interactions, encouraging self-help skills, and encouraging peer interactions.
  - Model healthy eating habits, tooth brushing, and being active.
- 5. Professional Development:** Requirements to meet standard include:
- Consistently participates at all staff training and meetings.
  - Attends local seminars/meetings in order to maintain awareness of community services and referral processes.
  - Utilizes supervision in a productive manner and meets regularly with the Site Coordinator.
  - Conducts weekly planning sessions with the Teacher.
  - Conducts monthly supervision sessions with the Teacher and/or Classroom/Center Aide.
  - Facilitates good community relations by representing York County Community Action Corporation and the Head Start Program in a positive way when dealing with community agencies, persons, and groups.
  - Is consistently punctual and dependable in attendance.
  - Maintains a professional level of confidentiality in regards to children, families, and staff.
  - Works collaboratively with other program staff for the benefit of shared families.
  - Cleans office, and assists in keeping common areas within the building neat and clean.
  - Adheres to all program policies.
  - Completes all other tasks as assigned, or as necessary to fulfill the position.

*In order to meet the Head Start mandates for the completion of health requirements, staff will be responsible for transporting children and families to appointments, in an agency vehicle, if all other resources have been exhausted.*

*Staff must show proof of a valid license and insurance annually.*

**QUALIFICATIONS:**

1. The Lead Teacher must have an Associate’s Degree in Early Childhood, or a related field with coursework equivalent to a major relating to Early Childhood Education, Bachelor’s Degree preferred.
2. The Lead Teacher in the Sanford Emery Street part-year program must have an 081 or conditional 081 to meet qualifications.
3. The Lead Teacher must have early childhood classroom experience; prior experience working with families desired; supervisory experience preferred.
4. The Lead teacher must be an open, warm, caring and accepting person with supervisory skills, and willing to work flexible hours to meet the needs of the families.
5. The Lead Teacher must be willing to travel, have own vehicle, and schedule visits to meet the needs of families. **This may include some evening visits and may include some evening hours.**
6. The Lead Teacher must pass the required physical, be able to lift a child if necessary (approximately 40 pounds), and be capable of physically bending to a child’s level.
7. The Lead Teacher must be willing to transfer to other York County centers at management’s discretion.
8. Must not have an active record of the System for Award Management (SAM) website.

*Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations.*

**Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.**

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **HEAD START LEAD TEACHER** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the Head Start Lead Teacher. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

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Employee (print) name

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Employee' Signature

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Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

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Supervisor's Signature

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Date