



Crystal Stairs, Inc. Job Description

Job Title: Lead Teacher-Early Head Start
Department: Head Start
Reports to: Site Supervisor
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: **Human Resources**
Approved Date: **11/26/2018**

SUMMARY:

Under the supervision of the Site Supervisor, he/she is responsible for early childhood education that is geared toward the overall goal of social competence and school readiness, which is age and developmentally appropriate for infants and toddlers. Provide for children's social intellectual, physical and emotional development. Is responsible for classroom operation including, planning, curriculum and child assessment implementation, and supervision of children; responsible for conducting parent/teacher conferences and home visits, and supervision of classroom volunteers.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Designs and plans the daily classroom program based on the program curriculum and aligned with the Head Start Early Learning Outcomes Framework and the California Infant/Toddler Learning and Development Foundations; coordinate schedule with the teaching team and develops individual education plans for each child; conducts parent-teacher conferences and home visits.
2. Completes child assessment for designated group of infant/toddler children including implementing the developmental and behavioral screenings, Desired Results Developmental Profile, Individualized Goals, Transitional Plans, Observational Notes, Portfolio Assessment, Individual Lesson Plan activities for all children including those with diagnosed disabilities, and use of child outcomes and school readiness reports to develop the child's educational plan.
3. Helps children to develop verbal and non-verbal language and communication skills, including the ability to communicate in and further the child's familiarity with his/her dominant language.
4. Evaluate classroom quality using the Infant/Toddler Environment Rating Scale (ITERS) and other assessment tools such as the Infant CLASS and Toddler CLASS; create improvement action plans and follow through with corrections based on findings.
5. Provides opportunities for children to use their creative abilities, and to explore and experiment with a variety of media through art, music, drama in all aspects of the program; helps each child develop a sense of awareness and self-esteem; and helps each child to accept and express his/her feelings.
6. Maintains a vibrant, well-arranged and orderly classroom; develops a plan to ensure the safety of the children while they are using indoor and outdoor facilities.



7. Inspects facilities for hazardous conditions, unsafe equipment and materials; follows an emergency exit plan and conducts monthly emergency exit drills.
8. Supervises children visually at all times to ensure their continuous safety and care. Implement Active Supervision Principles.
9. Creates and maintains a warm emotionally supportive classroom environment that is well managed and provides quality instructional support for children's learning.
10. Plans and implements activities to meet the physical needs of the children, including children with disabilities and special needs due to physical and/or mental impairment.
11. Engages parents in participating in educational activities in the classroom and in their homes and developing lesson plans to enhance their role as the principal influence on the child's education and development.
12. Communicates with staff and parents verbally and in writing; plans and participates in parent education programs, including orientation, child development, curriculum, and parent meeting/workshops; works effectively in a bilingual, diverse cultural setting.
13. Implement CLASS adult/child interactions strategies.
14. Administer medication to children with an Individual Health Plan.
15. Kitchen duties as assigned.
16. Provide Diaper Changing/Potty Training for individual children on an as needed basis.
17. Assist with recruitment as assigned.
18. Responsible for the inventory of all supplies and materials in the classroom.
19. Performs home visits on a regular basis.
20. May be assigned to transfer at any time to another site and/ or classroom based on program need.
21. Able to consistently meet attendance requirements.
22. Able to work harmoniously and productively with others.
23. Able to accept and implement constructive criticism.
24. Able to maintain professional demeanor in difficult situations.
25. Other duties as assigned.

KNOWLEDGE:

- Knowledge of Child Care Licensing Regulations and Head Start Performance Standards and best practices related to early childhood education.
- Knowledge of program planning and practices in preschool, center-based and/ or home-based programs.
- Knowledge of general business practices such as supervisory practices, administrative basics, general financials, and risk management.
- Knowledge of Microsoft Office Suite, e-mail and internet.

COMPETENCIES:

- Ability to know and implement Head Start Performance Standards, Child Care Licensing Regulations and agency policies and procedures
- Ability to develop, foster, and maintain effective, professional working relationships with Head Start staff, children, and families
- Ability to maintain and recognize situations that require attention from the Site Supervisor



- Ability to oversee classroom operations and maintain its compliance with all local, state, and federal regulations
- Ability to communicate, both oral and written, to individuals with diverse backgrounds
- Ability to speak, read and write English well enough to understand and be understood by others; bilingual skills are helpful

COMPLEXITY:

- Ability to resolve conflict and use abstract reasoning, problem solving, planning, and analytical skills in training, evaluation, and program development
- Ability to exhibit effective interpersonal and oral communication skills for supervisory duties
- Ability to present a positive image of the organization to members of the community;
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish effective working relationships and to effectively interact with a wide range of people
- Ability to be an enthusiastic team leader/member, able to be trained and support others

ACCOUNTABILITY/SUPERVISION:

- Under the supervision of the Site Supervisor, this position must implement and follow Child Care Licensing Regulations and Head Start Performance Standards and best practices related to early childhood education.
- This position must be able to work independently, initiate, organize, and prioritize work under the direction of Site Supervisor.

IMPACT:

Individual performance can have considerable impact on the agency's overall ability to implement programming that would result in continuous funding for the Head Start program.

EDUCATION:

1) Associates/Bachelor's or advanced degree in early childhood education or child development; or an Associates/Bachelor's degree in a related field and 24 Early Childhood Education coursework units equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

2) Must have at least 6 Early Childhood Education coursework units in Infant/Toddler development

3) Child Development Permit at the Teacher level or above; or provide original "Verification of Completion Form (41-CDP1)" completed by an approve VOC agency.

*The 41-CDP1 form must be completed by an authorized representative of a California community college or four-year college or university approved by the Commission to verify completion of requirements for Child Development Teaching Permits.

EXPERIENCE:



A minimum of one (1) year direct experience working with young children, between ages birth-5 years old within a preschool setting, in addition to a cultural, ethical and diverse community.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; talk or hear; use hands to finger, handle or feel; reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus between source documents and the computer monitor. The employee works in a normal office environment where the noise level is usually moderate to loud. Travel by car, bus, train, or airplane as required by conference attendance, etc. where in some cases overnight travel may occur. Some exposure to communicable diseases is possible when working in office or classroom environment. Evening and weekend may be required.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license, have use of a motor vehicle and provide evidence of automobile liability insurance. Must meet State health requirements including passing a physical examination as a condition of employment, and must provide verification of a TB clearance at the time of employment. Mandatory CPR and Basic First Aid certificate, which employee is responsible to maintain for the duration of their employment with Head Start.

Fingerprints must be on file with the Justice Department. Official transcripts of educational attainment are required *before* interview is granted.

California Law REQUIRES certain persons to report known or suspected child abuse. As a licensee or an employee at a licensed facility or a child care institution, YOU are one of those persons- a "mandated reporter."

Mandated Reporters include a licensee, an administrator, or an employee of a licensed community care or child day care facility. [Penal Code ("PC") 11165.7(a)(10)] Mandated reporters also include an employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities. [PC 11165.7(a)(14)] No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report [PC 11166(h)]

ACKNOWLEDGMENT: I have received a copy of the job description, read and understand the required job duties of this position. If employed, I would be able to perform the essential functions of the job, meet the job requirements, and satisfy the job expectations.

Employee's Signature

Date

Employee's Printed Name