
TEACHER

Job Description

Job Title: Teacher	Reports to: Center Supervisor
FLSA Category: Non-Exempt Grade 11 A-C	Term: School Year
PC/Board Approval: January 19, 2016/January 28, 2016	

JOB SUMMARY

Provides education and developmentally appropriate activities necessary to meet the objectives of the Friends of Children and Families (FOCAF)/Head Start Children's Services component; integrates Health, Nutrition, Transportation, Disabilities, and Family Service/Parent Involvement components, as they relate directly to children and families.

ESSENTIAL FUNCTIONS

- Plans and implements the required curriculums, and requirements of state, local, federal agencies, and organization.
 - Observes, documents, assesses, and provides regular data reports for parents, and other staff members regarding the child's developmental level, attendance, IEP meetings and any other related and pertinent information to help the child in the school and home setting.
 - Attends meetings, conferences, workshops, trainings, reviews audio-visual materials, and publications to remain up to date with policies and practices.
 - Creates a positive and safe environment for children by using positive communication and active supervision of children at all times.
 - Provides an environment with clear and consistent behavior expectations through implementation of Positive Behavior Supports and Interventions.
 - Works together with team to ensure organization, inventory, cleaning and prepping of classrooms and playground area and obtains needed supplies to support curriculum.
 - Maintains frequent contact with families including home visits and conferences to promote partnership, ongoing communication, and support the family as the child's first and most important teacher.
 - Ability to mentor Assistant Teacher.
 - Works together with Center team to plan and implement Family Fun Nights and PAWS once a month.
 - Demonstrates clear understanding of Children's Services policies, Head Start Early Learning Outcomes Framework, procedures, and guidance in Children's Services, and implements these in program activities.
 - Integrates health and nutrition into daily curriculum through consistent implementation of Color Me Healthy, FOCAF Dental, FOCAF Health, FOCAF Bus Curriculum, Second Step Early Learners, and Child Protection Unit.
 - Provides health and nutrition education activities for children, including classroom food experience, tooth brushing, and hand washing.
 - Plans and conducts Field Trips within the local community once a month.
 - Effectively responds, communicates with, and presents information to co-workers, families/caregivers, community representatives, clients, vendors, and general public.
 - Must have general social skills and ability to get along well with others.
 - Keeps immediate supervisor, and others as designated fully and accurately informed concerning work progress.
 - Prioritizes and adjusts to the changing demands of the position.
 - Handles and adapts to stressful situations.
 - Knowledge and understanding of Head Start Performance Standards and Child Outcome requirements.
 - Meets daily and weekly with teaching team to collaborate.
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ADDITIONAL FUNCTIONS

- Complies with all safety policies, practices, and procedures.
 - Report all unsafe activities to a supervisor or member of management.
 - Ability to prioritize and manage multiple tasks.
 - Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
 - Basic data entry knowledge.
 - Performs other duties as assigned.
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QUALIFICATIONS

- An associate, a baccalaureate, or an advanced degree in Early Childhood Education or Child Development; or
- An associate degree in a field related to Early Childhood Education with coursework related to ECE with experience teaching preschool aged children; or
- A bachelor or advanced degree in any field and course work equivalent to a major relating to early childhood education with experience teaching preschool aged children. Coursework equivalent is defined as 18 semester college credits of early childhood education.
- Complete and maintain certificates for Infant/Child CPR and First Aid.
- Must pass a Health Physical Screen and TB test.
- Must pass a criminal background check that meets required state, federal, and FOCAF Head Start standards.
- Must pass drug test and submit to random drug and/or alcohol testing.
- Must have a valid driver's license and current automobile insurance if there is a need to travel locally during the course of the job duties.
- Bilingual preferred.
- Former or current EHS or HS parent preferred.
- Ability to complete training and maintain licensing for Boise City Child Care Worker where applicable.

TYPICAL PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively with children, families, and co-workers.
- Constantly involves sitting, using hands to handle or feel, reaching with hands and arms, talking, and hearing.
- Consistently requires standing, walking, and moving from sitting to standing and back to sitting.
- Consistently requires moving to the floor to interact with three- and four-year-old children.
- Moderate to vigorous physical activity such as running, dancing, marching, etc. with the children Involves moving from the classroom to the playground and to the bus pick up and drop off locations.
- Must have sufficient manual dexterity to work with the fingers and to reach/handle items.
- Involves light physical activity performing non-strenuous daily activities of a primarily administrative nature.
- Must be able to lift and carry up to 45 pounds.
- Specific vision abilities required by this job include close vision, distant vision, and color vision.
- Related job tasks require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, twisting and grasping.
- All activities and physical requirements must be performed with or without reasonable accommodations.

TYPICAL ENVIRONMENTAL CONDITIONS

- May be exposed to moderate to high noise levels.

DISCLAIMER

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

When duties and responsibilities change and develop, the job description will be reviewed and subject to changes of business necessity.

This is an accurate description of the essential functions of my position.

Employee

Date

Supervisor/Manager

Date