



Job Title: Teacher

Supervisor's Title: Head Start Director

The teacher is responsible for an Early Head Start classroom of children. S/he works collaboratively with a co-teacher, family members and other staff to achieve positive outcomes for children of all abilities.

Job Responsibilities:

CLASS™ teacher-child interactions:

- Provide emotional support through establishing a positive climate, being aware of and responsive to children, and encouraging child expression and autonomy.
- Use strategies for behavior management, such as clear behavior expectations, being proactive and redirecting misbehavior.
- Foster classroom productivity and maximize learning time, while engaging children with a variety of modalities and materials.
- Provide instructional support through concept development, fostering children's analysis and reasoning, engaging in feedback loops, and modeling and supporting high-quality language.

Learning environment:

- Ensure classroom arrangement, materials and displays are organized and conducive to children's learning.

Curriculum:

- Implement BBCF Head Start's chosen curriculum with fidelity, being aware of the big ideas while also following all assigned guidance and resources.
- Prepare or modify weekly lesson plans and prepare to implement small-group activities, readalouds, circle time, and other curriculum components.
- Provide children with a consistent classroom routine and facilitate all parts of the routine to support child learning.
- Interact with children intentionally throughout the day to provide differentiated support.

Child assessment:

- Collect documentation of children through ongoing observation, embedded and direct assessment activities.
- Complete quarterly assessment checkpoints for each child.
- Analyze child assessment data and use it to plan and individualize.

Meeting all children's needs:

- Complete developmental and social-emotional screenings on all children within prescribed time frames.
- Complete weekly Individualized Learning Plans to identify specific goals and strategies for each child in class.

- Integrate Individual Education Plans (IEPs) or referral action plans for children with diagnosed or suspected special needs.

Working with families:

- Establish positive and productive relationships with families through building rapport and trust.
- Schedule and complete two home visits and two parent-teacher conferences each year.
- Encourage and engage family members to serve as classroom volunteers.
- Collaborate with family services staff to support families in implementing family life practices, extending learning into the home, and meeting expectations for attendance.

Professional growth and collaboration:

- Participate in ongoing reflective coaching and self-assessment.
- Collaborate with assistant teacher and other staff in the center.
- Share pertinent information with family services, disabilities/mental health or health/nutrition staff, as needed, to meet the needs of individual children and families. Participate in case conferences as appropriate.

In addition, the teacher will:

- Know and understand BBCF Head Start's School Readiness Goals and strive to help all children achieve them.
- Provide classroom experiences that are developmentally, linguistically, culturally and age appropriate for the children served.
- Establish and maintain a safe, healthy learning environment, including full supervision of children at all times, in accordance with Head Start and childcare licensing requirements.
- Conduct daily health/safety monitoring of the indoor and (as requested) outdoor environment.
- Follow all health and hygiene practices, including hand-washing, sanitizing, and universal precautions.
- Supervise mealtimes and "family style dining" with children.
- Supervise all classroom field trips and outdoor activities.
- Maintain required documentation of activities, including child and family information, assessment data, volunteer logs, etc.

Requirements:

- CDA-Infants/Toddlers OR AA/AS in Early Childhood Education OR BA/BS in Early Childhood Education –OR state awarded preschool teacher certification with experience teaching preschool aged children–OR- BA/BS in related field with at least six college courses (12-18 credits) in Early Childhood Education plus experience teaching preschool aged children.
- Bilingual Spanish- English preferred
- Pass physical examination, background check, and fingerprinting screen, and maintain required Physical/TB screen requirements.
- Intermediate computer literacy in email, word processing and internet navigation.
- Able to lift a child weighing 40 pounds, 20 times a day if needed.
- Obtain certification in CPR and First Aid.

