



Certified Preschool Teacher Job Description

OBJECTIVE: To ensure the Head Start (HS) Center runs in accordance with Head Start Performance Standards and is responsible for overall operation of the Head Start Site including classroom management, safety, supervision of Center staff, volunteers, and promoting parent involvement. Implements all of Head Start's components for enrolled families.

QUALIFICATIONS:

Job qualifications are stated below as Essential Job Results.

Job knowledge / documentation absolutely required. Two years' classroom experience with preschool age children. CDA or ability to obtain one within six months of hire, or AA or BA in Early Childhood Education or related. Experience teaching Special Needs Children. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. State required health documentation, CPR/First Aide. Familiarity with Bristol Bay area, people, and culture.

Reports To: School Principal and Head Start Division Manager

Duties and Responsibilities:

Accomplishes staff results

by

- Participating in staff planning, selection process, directly supervising, and evaluating site staff.
- Plans daily schedules and trains staff for duties.
- Modeling professional teamwork and promoting the importance of team productivity.
- Working with Site's Manager to identify and prioritize measurable goals for staff
- Helping staff understand the Performance Standards behind their job duties
- Delegating responsibilities to team members according to their abilities, development, and evolving skills to ensure duties are carried out.

Monitors and improves program and service quality.

by

- Communicating concerns, and suggestions expressed by parents and staff to HS Division Manager.
- Participate in annual self assessment process.

Keeps Management Informed

by

- Serving as first point of contact for Site matters.
- Conducting short staff meetings daily in order to plan and prepare activities.

- Coordinating weekly staff meetings to prepare lesson plans and to discuss progress and problem-solve program issues.
- Complete and submit all reports to HS Division Manager according to timelines.
- Providing ongoing documentation to HS Division Manager including but not limited to:

1. Lesson Plans	8. In-Kind Forms
2. Home Visit Reports	9. Attendance Home Visit Reports
3. Parent / Teacher Conference Reports	10. Accident Reports
4. Monthly Reports	11. Child Observations
5. Monthly Attendance Reports	12. Creative Curriculum Checklists
6. Records of Absence	13. Individualized plans
7. Family Contact Reports	
- Meeting with HS Division Manager on a regular basis.
- Organizing and documenting minutes for monthly Center Committee meetings.

Achieve Program goals

by

- Ensuring safety and well being of children
 - Supervising indoor and outdoor play areas in such a way that children's safety can be easily monitored. Making sure no child is left alone or unsupervised.
 - Implementing all classroom and outdoor emergency, health and sanitation procedures.
 - Working with Wellness Manager to ensure all fire and sanitary inspections are completed.
 - Schedule general housekeeping, yard work, and maintenance duties.
- Providing Classroom Management
 - Developing and using daily lesson plans with guidance from Content Managers that reflect Head Start Performance Standards, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of children.
 - Developing individualized plans for each child and observing/ documenting child's development throughout the year.
 - Providing activities and opportunities consistent with the needs and abilities of the children.
 - Assessing individual and group needs, attending to special needs, specific interests, strengths and concerns.
 - Developing relationships with children which are consistent and supportive
 - Coordinating meal and snack times.
 - Understanding / implementing all attendance, health check and family contact procedures. Encourage each child and family to participate regularly, and to notify the teacher promptly when the child has a change in health, will be absent, or arrive late.
 - Implementing Head Start's established behavioral expectations and guidelines for discipline for children.
- Ensuring accountability / documentation of Site activities.

- Maintaining complete child files for each child in locked, confidential files.
- Identifying and reporting child abuse and neglect in, so far as possible, a helpful rather than punitive manner toward the abusing or neglecting parents/caretakers.
- Welcoming and engaging parent involvement by
 - Assisting in planning and conducting a Head Start orientation for parents each September.
 - Initiating “family driven” partnership agreements as early as possible upon enrollment.
 - Building trusting and respectful relationships so parents will feel comfortable in sharing information on sensitive issues and confident their privacy will be respected.
 - Holding parent teacher conferences twice per year.
 - Involving parents in the monthly themes and activities.
- Providing culturally sensitive, realistic crisis intervention techniques and following procedures for referring families to appropriate resources in or beyond the community.
- Understanding the referral process and completing follow up.
- Making regularly scheduled home visits which meet Performance Standards and support family members in their parenting roles.
- Work with Content Managers in areas of Wellness, Family and Community Partnerships, and Education and Disabilities for assistance in implementing each of those components into daily operations and individual children’s plans.
- Work with local SPED staff to ensure appropriate service delivery for children with IEPs. Attend IEP Meetings; eligibility meetings; Annual IEP reviews.
- Ensuring site facility, equipment, and supplies are adequate to avoid interruptions in the program:
 - Keeping a current inventory of supplies and order supplies well in advance to avoid any unnecessary shortages. Provide annual inventory and supply orders to HS Division Manager.

Protect program integrity and client privacy

by

- Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel in and out of region

by

- Scheduling well planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

- Scheduling well planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities.

SALARY AND BENEFITS:

Salary placement is based on columns (college credits obtained) and steps (number of years of experience). Health insurance is provided (monthly premium co-payment is deducted). Furnished housing is provided (monthly rent payment is deducted; roommate sharing may be required).