


JOB DESCRIPTION

1. C.A.A. Little Dixie
2. Program: Head Start
3. Reports To: Head Start Director
4. Title: Teacher – T4
5. Grade: Four
6. Date: June 15, 2009
7. Approved By: Brenda Needham 
8. Status: Exempt

FUNCTIONAL DESCRIPTION:

The Head Start Teacher is responsible for the total program operation of the Head Start Center. The Teacher will plan and be actively involved in all activities and see that other staff members and parents are involved in planning and carrying out these activities.

ESSENTIAL DUTIES:

Plans, formulates, coordinates and implements appropriate classroom management systems in accordance with Head Start Performance Standards. These areas must include, but not limited to the following:

- Plan & Implement a comprehensive child development program
- Complete regular observational assessments of children
- Maintain an Individual Development Plan for each child
- Supervision of staff and volunteers
- Record-keeping
- Home visits/Parent Contact
- Staff meetings
- Administration of developmental tests
- Completion of performance appraisal
- Maintain discipline
- Maintain confidentiality
- Recruitment
- In-kind recruitment and documentation
- Implementation of special needs goals and objectives from IEP

MARGINAL DUITES:

- Supervision of children
- Bus driving duties as necessary
- Encourage parent involvement
- Maintain licensing
- Property inventory
- Attend trainings
- Promote Head Start
- Share cleaning duties
- Requisition equipment and supplies
- Such other duties as may be assigned

APPROVED BY
POLICY COUNCIL
DATE 6/16/09

Supervisory Relationships:

The Head Start Teacher reports directly to the Head Start Director and supervises the Teacher Assistant, Cook, (Special Needs Aide and volunteers.

Employment Qualifications and Requirements:

1. A certified teacher with a BA or advanced degree in early childhood education and an Oklahoma SDE early childhood endorsement or a BA or advanced degree with course work equivalent to a major relating to early childhood education, with experience teaching preschool-age children and an Oklahoma SDE early childhood endorsement
2. Must have reliable transportation, valid driver's license and auto insurance.
3. Must be able to lift at least 30 to 40 pounds and lift arms above shoulders.
4. Must be physically able to sit on the floor and interact with children.
5. Should be CPR certified as available.

This position is exempt from the provisions of the Fair Labor Standards Act as amended.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date