

Job Title: Head Start Teacher (3-year-old)
Reports To: Head Start Site Supervisor
FLSA Status: Exempt
Prepared By: Head Start
Approved By: Human Resources
Prepared Date: 05/2012
Last Revised Date: 04/2016

Summary:

Teaches academic and social-emotional skills to 3-year-old children in a school setting by performing the duties listed below. Teachers plan and implement a healthy, safe, and developmentally appropriate learning environment for pre-school children that promote developmental gains toward the attainment of kindergarten readiness skills as defined in the Head Start Performance Standards, within an MTSS framework. Teacher professionalism in the classroom, with families, the community and with staff serve as a model of excellence.

Essential Duties and Responsibilities:

- Must have knowledge of Head Start Policies and Procedures, and State of Michigan Licensing for Child Care Centers
- Creates and implements curriculum/lesson plans incorporating hands-on activities and experiential learning considering factors such as individual needs, abilities, learning levels and physical limitations of students
- Confers with parents, administrators, specialists, social workers and others to implement the individual educational programs (IEPs) for students who are at different learning ability levels
- Creates a flexible environment that is focused on student success to maximize potential.
- Utilizes student assessment data to inform whole group, small group, and individualized instruction
- Implements program assessment tools with fidelity
- Establishes effective communication with parents regarding the progress of students and includes them in setting curricular goals for their child
- Implements Positive Behavior Intervention Supports (PBIS) in the classroom
- Maintains accurate and up-to-date child records and lesson plans
- Embodies and demonstrates Kalamazoo RESA's Core Values: Collaboration, Respect, Trustworthy, innovation, and compassion.
- Assist with delivery of Head Start services as defined by Head Start Performance Standards
- Establish a safe, healthy, stimulating and developmentally appropriate learning environment for all children

Essential Duties and Responsibilities (cont.):

- Implement program curriculum with fidelity
- Observe and assess children's development on a regular basis, analyze data and make plans or referrals specific to the needs of the individual child
- Provide daily direction and oversight to other classroom staff through positive communication, and coaching of desired behaviors and outcomes
- Build positive relationships with families to promote positive parent/child relationships including family events in the classroom and program, and take-home activities
- Work with program staff to provide comprehensive services to families and children
- Work in partnership with associate teacher and family advocate
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor degree in Elementary Education with ZA/ZS endorsement, Bachelor degree in Early Childhood Education or Child Development.

Certificates, License, Registration:

Valid Michigan Teaching Certificate

Other Skill & Abilities:

Has high expectations for all students

Ability to effectively communicate verbally, and non-verbally

Reflective practitioner willing to be coached

Keeps site supervisor up-to-date of classroom status.

Ability to efficiently use computer and applicable software. Ability to problem solve.

Maintains confidentiality.

Adapts to frequent changes in the work environment.

Practices safe work habits.

Develops and maintains atmosphere of teamwork.

Uses equipment and material properly.

Understands Multi-Tiered Systems of Support (MTSS)

Supervisory Responsibilities:

Communicates regularly with and directs the work of associate teacher.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own with the assistance of other staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

This position works in a typical early childhood classroom environment, which includes child size furniture and seating as well as daily interaction with pre-school age children, families, and program staff. Additionally, this position works in a typical early childhood outdoor environment. Position stands for extended periods and sits in 13.5" chairs and/or on the floor. Position makes frequent gross and fine motor skills movement including bending, stretching, extending, climbing stairs, kneeling, crouching, reaching, eye/hand/foot coordination and occasional lifting up to 75 pounds. Position utilizes visual and auditory memory and discrimination, reads and writes frequently, must use judgment and make simple and complex decisions. Position covered by the OSHA Final Rule Blood Borne Pathogens Act, Category A and has potential for exposure to communicable disease and pests including but not limited to head lice. This position is a mandated reporter of child abuse/neglect and must have a Department of Humans Services child abuse and neglect clearance.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.