

Maui Economic Opportunity, Inc.

Job Description



Job Title: Head Start Teacher III
Department: Early Childhood Services
Reports To: HS Education Manager
FLSA Status: Non-exempt
Prepared Date: July 2002
Updated: May 2020
Pay Grade: HST-5

SUMMARY:

Regularly exercises discretion and independent judgment while providing effective and efficient administration and operation of the Head Start classroom; directs staff, plans, organizes, supervises and implements all classroom activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements programs and curriculum that meet the needs of the children, individually and age appropriately, and in accordance with the Head Start Performance Standards.
- Evaluates the program's effectiveness using the Head Start Performance Standards and Program Service Area Plans.
- Obtains parental/guardian permission to conduct Brigance screening for each child enrolled in the program.
- Conducts Brigance screening on or before forty-five days of child's enrollment.
- Directs and/or conducts observations and documentation for all program children.
- Collects data and tracks child's development utilizing Teaching Strategies GOLD.
- Maintain CLASS[®] (Classroom Assessment Scoring System) scores of 6 in Emotional Support; 5 in Classroom Organization; and 4 in Instructional Support.
- Works with the child's parent/guardian to design an individual plan to promote development in the areas of cognitive, speech/language, motor, social and all areas of development.
- Follows procedures and practices as established in the Creative Curriculum, including on-going assessment checklist, the individualized plan, and the progress and outcomes component of the program.
- Maintains a system of on-going assessments throughout the school year including a portfolio work-sampling folder for each child, complete with evidence of the child's accomplishments and documentations.
- Ensures that parent and child activities, excursions and classroom environment are inclusive to all beliefs, cultures and family situations.
- Monitors and plans activities to meet established goals and objectives as established in the Individual Education Plans (IEP) for children who are DOE certified, and individual plans designed for all children.
- Makes appropriate and timely referrals to the program specialists as needed.
- Prepares and submits reports as needed.
- Establishes and maintains center records in a confidential manner.
- Promotes and supports parent involvement in the education program.
- Promotes Family Engagement by supporting program activities focused on building respectful and trusting relationships with children's parents/guardians.
- Promotes respect and appreciation for the uniqueness of each child and family; refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

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- Ensures positive methods of child guidance are utilized consistently by all staff and volunteers in the in the program.
- Develops and conducts specialized training sessions for program families each school year.
- Conducts at least one site visit at a designated center each school year; documents observations on the site-visit monitoring form and submits completed form to the education specialist for follow-up as appropriate.
- Communicates and interacts with parents/guardians during home visits, parent/teacher conferences, telephone conversations, in-person, and through newsletters/notices and monthly calendar; and relays information as appropriate to the Head Start Director, and/or Specialists regarding child and family.
- Attends all Parent Committee meetings and coordinates refreshments.
- Promotes parent/guardian participation and involvement in all aspects of the program ensuring volunteer program is in compliance with Head Start Performance Standards.
- Provides monthly home/school connection activity to promote child development education to families at home.
- Administers medication, monitors and records medication administration in accordance with training and medical action plan as applicable.
- Ensures classroom, equipment and supplies are safe, appropriate, and adequate to promote best practice techniques and activities.
- Monitors and maintains the safety and welfare of all children in the program.
- Purchases and replenishes supplies as needed while monitoring and maintaining the classroom budget.
- Creates an environment indoor and outdoor that encourages interactive, age appropriate, hands-on experiences, designed to meet the criteria of state licensing.
- Supervises and monitors indoor and outdoor activities in accordance with Head Start Performance Standards ensuring the children's safety is maintained.
- Oversees facilities maintenance and reports any and all potential structural hazards immediately to the Facilities and Quality Assurance Managers.
- Ensures of meal pick up at designated cafeterias, records accurate meal counts, takes food temperatures at each meal and abides by all food safety regulations as indicated by USDA Guidelines are completed.
- Oversees and assists classroom staff with meal service ensuring "family style" meals are followed, which includes, eating meals at the table with the children and center staff.
- Oversees and assists children with tooth brushing after breakfast, lunch and snack.
- Oversees and assists in the planning, coordination and implementation of field trips, excursions, and special events.
- Oversees and assists in setting up classroom for daily activities.
- Oversees and assists with the daily cleaning of the classroom; duties include, but are not limited to: cleans and disinfects bathrooms, tables, chairs and work centers, mops and vacuums, empties trash, dusts and straightens classroom; and hoses down walkways and windows as needed.
- Continues professional growth by attending workshops and training designated for early childhood and Head Start, and/or takes early childhood classes as approved by director.
- Regularly attends, parent-teacher conferences, parent meetings and other center activities.
- Reports all incidents and/or occurrences of child abuse or suspected child abuse to Head Start Director and Child Welfare Services (CWS) immediately.

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- Ensures center is adequately staffed during all licensed hours in accordance with state and federal requirements.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as needed.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises Assistant Teachers and Teacher Aides.
- Carries out supervisory responsibilities in accordance with the agency's policies, Head Start Performance Standards and applicable laws.
- Responsibilities include: training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly exercise discretion and independent thinking.
- Possesses imagination and ideas to promote an age appropriate learning environment.
- Excellent interpersonal skills, which include, verbal, written and listening.
- Ability to promote social, physical, and intellectual growth for program children.
- Ability to promote and facilitate an age appropriate learning environment.
- Basic understanding of community history, traditions and beliefs.
- Understands of the causes and effects of poverty and knowledge of community resources.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Maintains a high level of confidentiality concerning information about children, families and staff.
- Ability to instruct and motivate others.
- Basic knowledge of computer applications including word processing.
- Ability to use basic office machines.
- Ability to worked varied shifts, which may include, nights and weekends.
- Ability to travel off island on occasion.

EDUCATION and/or EXPERIENCE:

Bachelor degree from a four year accredited college or university in child development, early childhood education, or equivalent coursework/field. Previous supervisory experience preferred.

LANGUAGE SKILLS:

- Ability to read, interpret and implement Head Start Performance Standards, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, and business correspondence.
- Ability to effectively present information and respond to questions from co-workers, staff, supervisors, program participants, partners, and the general public.
- Bilingual preferred.

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MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

- Ability to apply sound judgment to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities and those who are less fortunate.
- Ability to relate and interact with children and their families.
- Ability maintain composure in demanding and/or hostile situations.
- Ability to perform well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS:

- May require access to an insured vehicle and a valid driver's license.
- CPR/First Aid certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to outside weather conditions.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The noise level in the work environment is usually loud.