

# Maui Economic Opportunity, Inc.

## Job Description

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**Job Title:** Teacher - Summer  
**Department:** Early Childhood Services  
**Reports To:** Head Start Education Specialist  
**FLSA Status:** Nonexempt  
**Prepared Date:** June 2012  
**Updated:** May 2018

### **SUMMARY:**

Works independently to provide effective and efficient administration and operation of the Head Start classroom for County of Maui Summer project; 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.
- Directs and/or conducts observations and documentation for all program children.
- Follows procedures and practices as established in the Creative Curriculum model as appropriate for enrolled children, using Studies and materials to fidelity.
- Ensures that parent and child activities, excursions and classroom environment are inclusive to all beliefs, cultures and family situations.
- Makes appropriate and timely referrals to the program managers as needed.
- Prepares and submits reports as assigned.
- Establishes and maintains center records and personal identifier information in a confidential manner.
- 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.
- Ensures positive methods of child guidance are utilized consistently by all staff and volunteers in the in the program.
- Communicates and interacts with parents/guardians during telephone conversations, in-person, and through newsletters/notices and monthly calendar.
- Communicates important information regarding child or family as appropriate to the Head Start Director, Assistant Director, Managers and /or Family Case Manager regarding child and family.
- Promotes parent/guardian participation and engagement 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 using Active Supervision techniques.
- 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.

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- 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 Manager or designee.
- Insures 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 (based on center location), 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 as applicable.
- 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.
- Reports all incidents and/or occurrences of child abuse or suspected child abuse to Head Start Director and Child Welfare Services (CWS) immediately.
- 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 assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises the 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.

- 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.

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- Understands and relates to diverse cultural backgrounds and various social and economical 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:**

- Associate degree from two year accredited college in early childhood education, child development or a related field, and (6) six months experience teaching in an early childhood program, or equivalent combination of education, training and experience. Previous supervisory experience preferred.

### **LANGUAGE SKILLS:**

- Ability to read, and interpret 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.

### **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.

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- Occasionally required to stoop, kneel, crouch, or crawl.
- Must regularly lift and/or move up to 20 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.