

## **OPPORTUNITIES, INC. JOB DESCRIPTION**

### **Job Title: EARLY HEAD START TEACHER**

#### **General Description of Duties:**

Supervise and ensure children's safety while performing a variety of tasks emphasizing the key skills, behavior, and knowledge that fosters the children's social and emotional development, language and literacy, cognitive, perceptual, motor, and physical development, and approaches to learning; helping them be successful in school and life in a safe educational setting. Non-exempt position.

#### **Required Qualifications:**

**Knowledge, Skills, Abilities:** Communication and interpersonal skills, knowledgeable of infant and toddler development, read and write legibly, data collection and analysis, organizational skills, computer skills, work with limited supervision

**Certification/License:** Pre-employment/annual health examination, annual TB Skin Test, CPR/First Aid, valid driver's license, current auto insurance, Opportunities van training

**Education:** Current Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development

**Experience:** Some experience working with children and families

#### **Preferred Qualifications:**

**Knowledge, Skills, Abilities:** Bilingual (Spanish), Adapt to meet needs of all children, ability to multitask, knowledge of developmental disabilities

**Benefits:** See Personnel Policy 301

**Salary/Pay Scale:** See Personnel Policy 212

#### **Major Responsibilities and Duties:**

Be knowledgeable and comply with Early Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Texas Minimum Standards for Child-Care Centers, ITERS, and Conscious Discipline

Maintain a positive demeanor, demonstrate competency, good judgment, and self-control in the presence of children, families, staff, and when performing assigned responsibilities

Demonstrate competency to provide effective and nurturing teacher-child interactions

Recognize and respect the uniqueness and potential of all children, families, and staff; treat their cultures and beliefs with courtesy, respect, acceptance, patience, and empathy

Supervise children at all times (indoors and outdoors), knowing each child's name and age

Assist in managing behaviors in a professional manner, creating and following behavior plans when needed, ensuring children are not out of control

Provide an atmosphere that promotes family involvement in the classroom

Be creative and take initiative throughout routine activities with a positive manner

Use safe, healthy, and age-appropriate practices throughout the learning environment

Foster developmentally appropriate independence in children through planned but flexible program activities

Eat family style, supervising and educating children at meal times; assist them with self-feeding skills (feeding infants) and cleanup

Assist children with their plans, diapering, toilet training, hygiene, and daily activities in a caring, nurturing, and supportive learning environment

Plan and implement learning experiences that ensure effective curriculum implementation

Provide research-based strategies and activities for children who are dual language learners that recognize bilingualism as a strengths

Conduct and use assessments that promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework and applicable state early learning and development standards, including children with disabilities and dual language learners; discuss children's progress with their families

Assist children to and from transportation loading/unloading area and before/after care services

Respond to emergency situations and drills as required

Adhere to and share with proper staff appropriate information about each child's activities and any verbal or written instructions given by the parent, ECI, physician, and/or management staff

Conduct home visits and parent conferences to engage the family in the child's learning and development; support the children and family, by sharing information, and educational strategies with the family

Maintain confidential records, following HIPAA and Confidentiality Policies

Maintain fidelity with ongoing written documentation, observations, assessments, curriculum implementation, and data of each individual child

Submit all written reports, forms, and procedures to the EHS Education Coordinator in an organized, legible and timely manner

Contact family (in person or by phone) for purposes of education and exchange of information as required

Conduct observations and assessments for purposes of classroom and individual child's progress

Perform housekeeping duties such as mopping, vacuuming, sanitizing, organizing, and cleaning restrooms

Participate in van training yearly if needed

Provide transportation to appointments for families if needed

Safeguard children from abuse, neglect, or exploitation while in the care of the Center  
Identify, prevent, and report suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101  
Foster a cooperative rather than a competitive atmosphere, being open-minded with changes and differences  
Participate in training, in-services, conferences, seminars, and family activities as requested  
Be open to ask for assistance and initiate assistance and follow directions of supervisor  
Perform other duties as assigned

**Physical Requirements:**

Communication - English	Sitting for 1-2 hours continuously
Driving vehicles	Standing 3-4 hours continuously
Hearing for conversation	Stooping, kneeling, bending, twisting, crouching, crawling
Lifting up to 50 lbs.	Use of hands, wrists, and fingers
Pushing/pulling up to 50 lbs.	Vision for supervision, driving, and reading
Reaching overhead and in front of body	Walking for short distances

**Responsible to:** Education Coordinator

**Supervision of:** N/A

*Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee's performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given an opportunity to ask questions concerning it.*

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*Staff Signature*

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*Staff Printed Name*

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*Supervisor Signature*

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*Supervisor Printed Name*

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*Date*