

**Responsibilities:**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Uses the Assessment to assess children's developmental levels and create individualized educational plans for each child in the class.
- Uses information from the Child Outcomes reports to adjust teaching styles and activities to enhance child progress.
- Assists with evaluating the educational components and curricula of the Head Start Program and communicates the needs of the children to their Area Coordinator and/or Education Manager.
- Establishes learning centers according to developmentally appropriate practices for each child in the following areas: cognitive, physical, emotional, social and communication.
- Maintains confidential files for each child including emergency contacts, family history, anecdotal records, samples of work, assessments, home visit reports, etc. and maintains these records in a locked and secure manner.
- Prepares, posts and implements lesson plans for each classroom in their center and discusses any changes and/or recommendations with the teaching staff and their Area Coordinator and/or Education Manager.
- Interacts with parents and other family members to promote optimum participation by family members in all aspects of the ECE component.
- Submits all required reports and related data to their Area Coordinator and/or appropriate Program Manager.
- Inputs data into teachingstrategies.com database.
- Provides input to the Area Coordinator and/or Education Manager to assist with the completion of annual performance evaluations for all teaching staff assigned to their facility.
- Coordinates Parent/Teacher conferences twice a year to review each child's participation and progress in the program.
- Assists their Area Coordinator and/or Education Manager in keeping their center in compliance with licensing guidelines and annual fire and sanitation inspection guidelines.
- Assists Teacher Assistants with conducting home visits at least twice annually.
- Assists children with developing a foundation for school readiness and later school success by developing age appropriate skills in literacy, numeric, reasoning, problem solving and decision making.
- Procures and documents parent participation as volunteers in the program.
- Attends training sessions, workshops, CDA classes and conferences pertaining to the ECE component.
- Monitors center staff attendance and the use of substitute teachers.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

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**Qualifications / Requirements:**

- Bachelor's degree in Early Childhood Education or a related field with 18 hours of early childhood education or Associates Degree in Early Childhood Development or actively enrolled until degree is obtained. Pre-K Certified teacher must maintain a valid State of Tennessee Teaching License with a Pre-K endorsement.
- Thorough experience working with pre-school age children and implementing classroom curricula.
- Strong organizational, interpersonal and decision making skills.
- Possession of a valid Tennessee Commercial Driver's license and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.

**Knowledge or Skills:**

- Proficient in written and verbal communication.
- Thorough knowledge of federal, state, and local agencies, associations and training resources involved with early childhood education and development.
- Thorough knowledge of appropriate teaching strategies and methods in Early Childhood Education.
- Considerable knowledge of effective organizational practices and principles necessary to achieve the proper assignment and delegation of responsibilities, staffing levels, reporting protocols, etc. required to achieve an optimal level of program performance.
- Knowledge of federal and state legislative and policy initiatives pertaining to early childhood education and development.
- Ability to maintain all program related files and supporting documentation in an organized and accessible manner.
- Ability to effectively supervise and monitor the activities of children during indoor and outdoor activities and remain cognizant of their whereabouts at all times.
- Ability to plan and coordinate program activities which effectively utilize available staff and other resources.
- Ability to interact in an effective and appropriate manner with state and local officials, constituents, family members, co-workers, program staff and the public.
- Ability to effectively supervise and direct the daily activities of program staff to meet and/or exceed established program objectives.
- Skill in interacting with and relating effectively to constituents from a variety of ethnic and socio-economic backgrounds.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.
- Computer literate.

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**Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.**

Highland Rim Economic Corporation  
06/18/2015

Signature \_\_\_\_\_

Date \_\_\_\_\_

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