

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Assists the Lead Teacher in using the Learning Accomplishment Profile 3 (LAP 3) to assess each child's developmental level and to develop individualized educational plans.
- Assists with evaluating the educational components and curricula of the Head Start Program and communicates the needs of the children to their assigned Lead Teacher.
- Assists and supports cultural diversity and children's individual strengths.
- Assists with preparing and implementing lesson plans for their classroom and discusses any changes and/or recommendations with their Lead Teacher.
- Interacts with parents and other family members to promote optimum participation by family members in all aspects of the ECE component.
- Works in conjunction with Program Managers for implementing LAP 3, participates in the assessment process and assists with the development of an Individual Plan to support assessment findings.
- Assists with coordinating and participating in Parent/Teacher conferences twice a year to review each child's participation and progress in the program.
- Serves as the Teacher in the classroom in the absence of the regular Head Start Teacher for short or expanded periods of time.
- Assists Lead Teachers with conducting home visits at least twice annually.
- Assists with the accurate and timely completion of family's and children's classroom records and required documentation including agreement and permission forms, home visit reports and verifications, health records, parent/teacher conference reports, parent contacts, IEP's (when required), CACFP forms, etc.
- Attends training sessions, workshops, career development programs, CDA classes and conferences sponsored by TAEYC and/or NAEYC, etc. to obtain information pertaining to the ECE component.
- Maintains all program related files and supporting documentation in an organized and accessible manner.
- Inputs data into LAP 3 software/database.
- 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.

Qualifications/Requirements:

- High School Diploma or GED.
- CDA certified or eligible to enter into a CDA certification program and/or Associates Degree in Early Childhood Education program.
- Experience working with pre-school children.
- Any equivalent combination of education and experience to provide the following knowledge, abilities and skills: see knowledge or skills section.
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy.
- Current staff that have a CDL must maintain a valid Tennessee Commercial Driver's License, DOT Medical Card, and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.
- The incumbent is subject to a criminal background check and must pass pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

Initials _____

Knowledge or Skills:

- Ability to plan and coordinate program activities which effectively utilize available staff and other resources.
- 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 assist with the development and implementation of effective and age appropriate program curricula for pre-school age children.
- Ability to make appropriate and timely decisions in response to programmatic changes and emergency situations.
- Ability to perform the physically demanding aspects of the job including lifting, bending, stooping, participating in field trips, etc. in a variety of weather conditions.
- Skill in interacting with and relating effectively to constituents from a variety of ethnic and socio-economic backgrounds.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as a team member.

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 _____

Initials _____