

**GREENE LAMP
JOB DESCRIPTION**

TITLE: **Teacher**

PROGRAM: **Head Start**

DEPARTMENT: **Education**

REPORTS TO: **Education Administration/Program Specialist**

SUPERVISES: **Teacher Assistant**

BASIC FUNCTION: **Responsible for planning and implementing developmentally appropriate classroom activities in the Head Start program.**

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Assures compliance with North Carolina Child Care Regulations.
2. Organizes classroom space by North Carolina Child Care Guidelines.
3. Conducts classroom activities according to the Creative Curriculum (standards of developmentally appropriate practice)
4. Learns and adheres to ECERS-R state observation instrument.
5. Learns and adheres to Head Start Performance Standards.
6. Maintains appropriate CLASS scores.
7. Prepares lesson plans that encourage the children to think, reason, question, and experiment, according to the individual and group needs of the children. Submits plans to Education Specialist/Education Coordinator two weeks in advance.
8. Conducts individual assessments using Teaching Strategies GOLD.
9. Attends continuing education events in Early Childhood Education and maintains accurate and updated North Carolina Child Care training documentation of training received.
10. Maintains accurate records and documentation of each child's activities and achievements based on individual objectives from Teaching Strategies GOLD, samples of the child's work, pictorial progress report, and anecdotal records as needed.
11. Maintains the confidentiality of children's folders.
12. Observes children for signs of child abuse/neglect and makes referrals as needed to the appropriate source.
13. Plans daily activities in conjunction with the Co-Teacher.
14. Displays appropriate child guidance methods and interactions with children.
15. Provides constant supervision of children during all activities.
16. Writes and submits all appropriate reports in a timely manner.
17. Assists with other duties as requested by supervisor or program director.
18. Recruits volunteers and in-kind contributions.
19. Supervises volunteers and community college practicum students and assures their compliance with classroom and program guidelines regulations.
20. Includes activities in the daily curriculum that foster the child's social development and positive self-image as well as literacy development, creative expression, and appreciation for the arts.
21. Includes classroom activities that reflect all cultures of the children served.
22. Serves as mentor for newly employed Teachers.
23. Maintains accurate Fall and Spring inventories of all classroom and outdoor environment equipment and supplies.
24. Work closely with all other Had Start Areas and make referrals as needed.
25. Implements the Emergency Response Plan as instructed.

26. Performs other duties as set forth in program guidelines and assigned by the Head Start Director.

TELECOMMUTING ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

In the event of a natural disaster and/or pandemic, this position may operate on a telecommuting and/or modified work schedule.

1. Modifies and adheres to all aforementioned job duties in respect all governing officials and mandates applicable to the emergency or disaster.
2. Attends and participates in virtual professional development training opportunities. Maintain updated training log in personal staff folder.
3. Responsible for attending any and all staff meetings, agency meetings and other scheduled meeting relevant to position and required by the agency.
4. Maintain daily, consistent and routine communication with supervisor or management staff via telephone contact, email, text.
5. Adhere to altered work schedules to include but not limited to evening virtual class sessions, multiple virtual class sessions throughout the day, one on one class sessions, in person class sessions, virtual class sessions, partial day sessions, full day sessions, etc.
6. Assist with maintaining, (putting away and packaging) center and classroom supplies, preparing meals, cleaning classrooms and center, food drive and other agency functions as needed.

Education and Experience Qualifications:

- Four-year college degree, certification in Early Childhood or Child Development preferred; minimum AA in Early Childhood Development Annual Physical Examination/TB test
- Infant Child CPR, First Aid
- Criminal Record Check

Knowledge and Skills:

- Establishes and maintains open working relationships with the community, Agency staff, and administrators.
- Understands and follows lines of authority.
- Understands *Employee Handbook*.
- Maintains a positive public image that will reflect on the program and the Agency.
- Performs Provides continuous follow-up.
- Ability to use computer software Microsoft Word, Child Plus, Abila Time clock, etc.
- Additional duties as assigned by the supervisor.

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Pre-Employment Requirements:

- Tuberculosis Skin Test

- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License (if required)

WORKS CLOSELY WITH

- Coordinators
- Parents
- Teacher Assistant
- Area Coordinators
- Early Education Administrator
- Program Directors
- School Personnel
- Community Agencies

SALARY RANGE:

Teacher I: Grade IV

Teacher II: Grade V

Teacher III: Grade VI

Teacher IV: Grade VII

STAFF ACKNOWLEDGEMENT:

I acknowledge that I have read and understand the job requirements, core functions and duties of my position.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

DISCLAIMER: The job description doesn't imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible.

**GREENE LAMP
JOB DESCRIPTION**

TITLE: Edu-care Teacher

PROGRAM: Early Head Start

DEPARTMENT: Education

REPORTS TO: Early Head Start Coordinator/Early Education Administrator

BASIC FUNCTION: To plan and implement teacher activities in an Early Head Start classroom. Provide routine and basic care of young children ages 1-3 years old.

ESSENTIAL JOB DUTIES AND REQUIREMENTS:

1. Participates in orientation, pre-service and in-service training, parent meetings and all staff functions.
2. Plans and implement developmentally appropriate small group and individual activities for children in a classroom setting.
3. Maintains anecdotal observations on children in classroom and enter these observations in Teaching Strategies GOLD (TSG) as required (2 observations per area per child per month). Complete checkpoints using TSG four times per program year as assigned.
4. Maintains child/staff ratio (based on Head Start performance standards and NC Child Care licensing) and active supervision of children at all times.
5. Develops positive relationships with children and families. Observe and include each child's and family's various cultures and differences in the classroom.
6. Creates a classroom environment that fosters independence and promotes optimum development in all areas of learning.
7. Maintains quality environments for young children, including sanitation of toys, materials, etc. in accordance with NC Child Care guidelines.
8. Works cooperatively with parents, staff, volunteers and the community.
9. Develops and implement daily schedule and individualized lesson plans utilizing Developmentally Appropriate Practice.
10. Assists in the development and implementation of the Individualized Family Service Plan (IFSP) for children with special needs.
11. Observes children for signs and abuse/neglect and follows procedure; making referrals as needed. Informs supervisor immediately.

12. Informs the Family Services staff if a child is absent more than three consecutive days or three days total during a one month period.
13. Provides parents with information on classroom activities and ways parents can extend learning at home.
14. Maintains required up-to-date postings for parents and agency.
15. Collaborates with families in scheduling and conducting two in-home visits per year, as well as, two center-based parent conferences per year.
16. Works cooperatively with all service areas, parents, volunteers and community to foster coordinated and integrated services for children and families.
17. Maintains appropriate and accurate records and reports including attendance and CACFP reports.(following procedures outlined in the Policies and Procedure Manual)
18. Follows routine schedule of assigned housekeeping duties in classroom and center.
19. Completes a professional development plan and maintain and update all certifications, credentials and other training as required.
20. Adheres to Infant Toddler Environmental Rating and Early Childhood Environmental Rating Scale.
21. Adheres to Head Start Performance Standards, North Carolina licensing requirements and maintain all Sanitation and facility licensing requirements at all times.
22. Makes referrals, as needed, to service areas (Family Services, Health/Nutrition, Disabilities/Mental Health/Parent Involvement) to ensure child and family needs are met.
23. Attends mandatory monthly meetings.
24. Maintains cleanliness in classrooms/centers by sweeping, mopping, vacuuming, and disposing of trash as needed.
25. Maintains cleanliness of playgrounds by conducting playground checks as assigned. Cleanliness entails picking up and removing debris, sweeping, raking and placement of playground materials. Report any safety concerns to supervisor immediately. Maintains active supervision of children on playground.
26. Participates in monthly Parent Committee Meetings.
27. Collaborates with parents, families and community leaders as to encourage on-going classroom/center volunteers. Maintain accurate records and report in-kind monthly to designated staff.
28. Responsible for maintaining confidentiality regarding sensitive or private information as it relates to children, families and staff.

29. Performs other job-related duties as assigned by the supervisor and/or other management staff.
30. Internet access is intended to be used for educational, research, assessment, documentation and other work-related tasks/purposes. Other uses of agency access are to be considered inappropriate and are not allowed.
31. Physical Demands: Bending or squatting to communicate/interact with children on their eye level, lifting of children and heavy objects.

TELECOMMUTTING ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

In the event of a natural disaster and/or pandemic, this position may operate on a telecommuting and/or modified work schedule.

1. Modifies and adheres to all aforementioned job duties with respect to all governing officials and mandates applicable to the emergency or disaster.
2. Attends and participates in virtual professional development training opportunities. Maintain updated training log in personal staff folder.
3. Responsible for attending any and all staff meetings, agency meetings and other scheduled meeting relevant to position and required by the agency.
4. Maintain daily, consistent and routine communication with supervisor or management staff via telephone contact, email, text.
5. Adhere to altered work schedules to include but not limited to evening virtual class sessions, multiple virtual class sessions throughout the day, one on one class sessions, in person class sessions, virtual class sessions, partial day sessions, full day sessions, etc.
6. Assist with maintaining, (putting away and packaging) center and classroom supplies, preparing meals, cleaning classrooms and center, food drive and other agency functions as needed.

Knowledge and Skills:

- Establishes and maintains open working relationships with the community, Agency staff, and administrators.
- Understands and follows lines of authority.
- Understands *Employee Handbook*.
- Maintains a positive public image that will reflect on the program and the Agency.
- Performs Provides continuous follow-up.
- Ability to use computer software Microsoft Word, Child Plus, Abila Time clock, etc.
- Additional duties as assigned by the supervisor.

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Pre-Employment Requirements:

- Tuberculosis Skin Test

- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License (if required)

WORKS CLOSELY WITH

- Coordinators
- Parents
- Co-Teacher
- Area Coordinators
- Early Education Administrator
- Program Directors
- School Personnel
- Community Agencies

Qualification Criteria

- Associate Degree - Early Childhood Education Preferred
- Preschool CDA Credential Accepted
- Criminal Record Check
- Annual Physical Examination/TB Test
- First Aid, CPR

Salary Range:

- Grade II – Head Start Teacher Assistant I
- Grade III – Head Start Teacher Assistant II
- Grade IV Head Start Teacher Assistant III

STAFF ACKNOWLEDGEMENT:

I acknowledge that I have read and understand the job requirements, core functions and duties of my position.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

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**GREENE LAMP, INC.
JOB DESCRIPTION**

TITLE: **Bus Monitor**

PROGRAM: **Head Start**

DEPARTMENT: **Transportation**

REPORTS TO: **Bus Driver, Transportation/IT Coordinator/Transportation Specialist**

BASIC FUNCTION: **Assists in assuring the safe arrival and departure of Head Start children transported by the program.**

DUTIES AND RESPONSIBILITIES:

1. Properly restrains children in bus seats;
2. Supervises children as routes are being run;
3. Answers questions and concerns of children while on the bus;
4. Assists with the safety of children entering and departing the Head Start school bus;
5. Reiterates learning from classroom when talking with children;
6. Assists with maintaining appropriate behavior on bus;
7. Learn the bus route;
8. Maintains daily transportation roster
9. Assure that the bus is clean;
10. Assists in performing Bus Evacuation procedures three times during the program year;
11. Attend mandatory training sessions called by the Transportation/It Coordinator;
12. Attend mandatory Agency trains;
13. Assists with checking the bus for children at the conclusion of the morning and afternoon route;
14. Incorporate School Readiness and communicate with the children on the route;
15. Attend parent meetings when requested.
16. Attend parent conferences when requested;

Other Agency Requirements

1. Establishes and maintains open working relationships with the community, Agency staff, and administrators;
2. Understands and follows the Chain of Command;

3. Understands the *Greene Lamp Employee Handbook and Head Start Performance Standards for Transportation*;
4. Establishes and maintains a public image that will reflect positively on individuals, the program, and the Agency;
5. Provides continuous follow-up;
6. Performs additional duties as assigned by the Transportation/IT Coordinator/Transportation Specialist;

Knowledge and Skills:

- Ability to assess and monitor job performance of staff in order to determine training needs and capabilities of staff
- Ability to effectively communicate with staff members and groups, managers, regulatory agencies, and families both individually and in group settings
- Ability to supervise and managed staff effectively with the guidelines of the agency's Head Start/Early Head Start policies and procedures
- Ability to work as a positive team member
- Ability to solve practical problems and deal with a variety of concrete situations
- Ability to prioritize demands in order to meet requirements and timelines.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License

WORKS CLOSELY WITH:

- All Staff, Parents, Children

QUALIFICATION CRITERIA:

- Greene Lamp application with References, Criminal Records Check; Sex Offenders Record Check, Annual physical examination, Tuberculosis test; Must be at least 18 years old; High School diploma preferred

SALARY RANGE:

Grade I

Employee Signature/Date

Supervisor Signature/Date

**GREENE LAMP
JOB DESCRIPTION**

TITLE: Teacher Assistant

PROGRAM: Head Start

DEPARTMENT: Education

REPORTS TO: Head Start Teacher/Education Administrator//Education Specialist

BASIC FUNCTION: Assists in providing the children with learning experiences that will help them develop socially, intellectually, physically, and emotionally.

ESSENTIAL JOB DUTIES AND REQUIREMENTS:

1. Assist in the planning and implementation of classroom activities.
2. Displays appropriate child guidance methods and interaction with children.
3. Assists in the maintenance of a clean, safe, healthy, and pleasing environment.
4. Maintains the confidentiality of children's folders.
5. Assists in maintaining classroom materials in an orderly manner, readily accessible to children.
6. Provides constant supervision of children during all activities.
7. Recruits volunteers and in-kind contributions.
8. Assures compliance with North Carolina Child Care Regulations.
9. Assists with ongoing individual assessment using Teaching Strategies GOLD on line Assessment Tool.
10. Observes children for signs of child abuse/neglect.
11. Supervises volunteers and community college practicum students and assures their compliance with classroom and program guidelines/ regulations.
12. Assists in the preparation of lesson plans.
13. Attends continuing education events in early childhood education and maintains accurate and updated North Carolina Child Care training documentation of training.
14. Assists teacher in maintaining appropriate documentation of child's activities and achievements.
15. Serves as a mentor for newly employed Teacher Assistants.
16. Implements the Emergency Response Plan as instructed.

TELECOMMUTTING ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

In the event of a natural disaster and/or pandemic, this position may operate on a telecommuting and/or modified work schedule.

1. Modifies and adheres to all aforementioned job duties in respect all governing officials and mandates applicable to the emergency or disaster.
2. Attends and participates in virtual professional development training opportunities. Maintain updated training log in personal staff folder.
3. Responsible for attending any and all staff meetings, agency meetings and other scheduled meeting relevant to position and required by the agency.
4. Maintain daily, consistent and routine communication with supervisor or management staff via telephone contact, email, text.
5. Adhere to altered work schedules to include but not limited to evening virtual class sessions, multiple virtual class sessions throughout the day, one on one class sessions, in person class sessions, virtual class sessions, partial day sessions, full day sessions, etc.
6. Assist with maintaining, (putting away and packaging) center and classroom supplies, preparing meals, cleaning classrooms and center, food drive and other agency functions as needed.

Knowledge and Skills:

- Establishes and maintains open working relationships with the community, Agency staff, and administrators.
- Understands and follows lines of authority.
- Understands *Employee Handbook*.
- Maintains a positive public image that will reflect on the program and the Agency.
- Performs Provides continuous follow-up.
- Ability to use computer software Microsoft Word, Child Plus, Abila Time clock, etc.
- Additional duties as assigned by the supervisor.

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License (if required)

WORKS CLOSELY WITH

- Coordinators
- Parents
- Co-Teacher
- Area Coordinators

Head Start Teacher Assistant

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- Early Education Administrator
- Program Directors
- School Personnel
- Community Agencies

Qualification Criteria

- Associate Degree - Early Childhood Education Preferred
- Preschool CDA Credential Accepted
- Criminal Record Check
- Annual Physical Examination/TB Test
- First Aid, CPR

Salary Range:

- Grade II – Head Start Teacher Assistant I
- Grade III – Head Start Teacher Assistant II
- Grade IV Head Start Teacher Assistant III

STAFF ACKNOWLEDGEMENT:

I acknowledge that I have read and understand the job requirements, core functions and duties of my position.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

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**GREENE LAMP, INC.
JOB DESCRIPTION**

TITLE: Bus Driver

PROGRAM: Head Start

DEPARTMENT: Transportation

REPORTS TO: Transportation/IT Coordinator, Transportation Specialist

BASIC FUNCTION: Assures the safe arrival and departure of Head Start children to and from home, classrooms, field trips, and to other designated sites.

DUTIES AND RESPONSIBILITIES:

1. Transports children to and from the center on scheduled bus routes in a safe manner;
2. Transports children to field trips, classrooms, and other designated sites as needed;
3. Performs maintenance and safety checks on vehicles on a daily basis before and after each bus route;
4. Reports all accidents to the Transportation/IT Coordinator/Transportation Specialist in accordance with agency/program transportation policies;
5. Observes all safety procedures and regulations as outlined in the agency/program transportation policies;
6. Maintains daily transportation roster, mileage log, and daily inspection sheet;
7. Attends mandatory training sessions called by the Transportation/It Coordinator;
8. Attends mandatory Agency trainings;
9. Perform Bus Evacuation procedures three times during the program year;
10. Incorporate School Readiness on the route;
11. Attend parent conferences when requested;
12. Attend parent meetings when requested; and,
13. Assist with cleaning of the bus.

Other Agency Requirements

1. Establishes and maintains open working relationships with the community, Agency staff, and administrators;
2. Understands and follows lines of authority;
3. Understands the *Greene Lamp Employee Handbook and Head Start Performance Standards for Transportation*;

4. Establishes and maintains a public image that will reflect positively on individuals, the program, and the Agency;
5. Provides continuous follow-up;
6. Performs additional duties as assigned by the Transportation/IT Coordinator/Transportation Specialist; and,

Knowledge and Skills:

- Ability to assess and monitor job performance of staff in order to determine training needs and capabilities of staff
- Ability to effectively communicate with staff members and groups, managers, regulatory agencies, and families both individually and in group settings
- Ability to supervise and managed staff effectively with the guidelines of the agency's Head Start/Early Head Start policies and procedures
- Ability to work as a positive team member
- Ability to solve practical problems and deal with a variety of concrete situations
- Ability to prioritize demands in order to meet requirements and timelines.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License

WORKS CLOSELY WITH:

Staff, Children, Parents

QUALIFICATION CRITERIA:

High School Diploma or GED desired, Commercial Driver's License Class B w/ Passenger and School Bus Endorsements; North Carolina Department of Transportation physical examination, Tuberculosis test, Criminal Records Check, and Sex Offender Record Check

SALARY RANGE:

Grade I

Employee Signature/Date

Supervisor Signature/Date