

**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: \_\_\_\_\_

**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.