

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

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.

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.