

NEICAC Job Description

Job Title: Co-Teacher
Department: Early Childhood Programs - Head Start
Reports To: Teacher
FLSA Status: Non-Exempt/ECP Director
Prepared By: Human Resources
Prepared Date: May 2002 – Updates 9/2003, 10/2009, 3/2014, 9/2019
Approved By: Personnel Committee & Policy Council
Approved Date: September 2019

SUMMARY

Assist Teacher in providing children with a safe, nurturing, engaging, enjoyable and secure learning environment. Assist the children to gain the awareness, skills and confidence necessary to succeed in their present environment and to deal with later responsibilities in school and life.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned:

AGENCY RELATED

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel occasionally
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

PROGRAM SPECIFIC

- Assist Teacher to provide education and activities that are developmentally and linguistically appropriate and provide a balance of child and adult initiated activities
- Assist Teacher to provide inclusive and respectful environment that promotes the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability
- Encourage practices that prevent illness or injury by promoting and modeling positive, culturally relevant health behaviors
- Adapt and be responsive to the constantly changing emotional and physical needs of children and providing indoor and outdoor physical activities
- Provide basic needs of all children including meals, sanitation and safety
- Participate in the CACFP program ensuring all program mandates are met. This includes, but is not limited to: record keeping, food purchase, storage, preparation, meal supervision and cleanup
- Assist Teacher in administration and documentation of program services
- Assist and support parents to become involved in their child's education and become advocates for their child's and family's needs
- Encourage parents to participate in their child's classroom activities
- Assist Teacher in providing appropriate math, literacy, health, nutrition, science, social studies and mental health activities for children and families utilizing the curriculums and resources provided.

- Provide appropriate health, nutrition and mental health activities for children and families
- Use a variety of strategies to support each child's learning; provide individualized interventions when necessary
- Model appropriate speech and language for children and parents
- Participate in lesson planning, implementation and evaluation of all classroom activities
- Conduct Home Visits and Conferences with families as required
- Assist Teacher with getting materials ready for classroom education and nutrition activities
- Complete paperwork accurately and submit timely
- Assist Teacher with advocacy and collaboration of services
- Assist Teacher in maintaining classroom environment
- Assume the duties of the Teachers in their absence
- Assist in orientation and training of other staff as appropriate
- Assist classroom volunteers and subs to function according to program guidelines by helping them feel comfortable and succeed in the classroom
- Communicate effectively with others to convey ideas and concerns. Participate to provide positive direction to parents, children & co-workers
- Actively participate as a team member to provide quality services in the classroom. Follow through with requests and guidance by supervisory staff
- Work with classroom staff and Center Manager to promote wrap-around services for before/after school and summer schedules for families. Assist with determining eligibility for this service.
- Maintain **flexible** hours to meet the needs of children eligible for wrap-around services
- Become knowledgeable and adhere to all Head Start Performance Standards, agency Head Start policies and all DHS Licensing Requirements
- Must obtain Teaching Strategies Interrater Reliability certification
- Must follow program guidelines for documentation and assessment of services provided
- Become knowledgeable in ChildPlus, GOLD and PBIS implementation
- Act as state approved Mandatory Reporter of suspected incidents of Child Abuse or neglect

SUPERVISORY RESPONSIBILITIES

Provide assistance and guidance to classroom subs and volunteers

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must meet educational qualifications of the Head Start Act

Co-Teacher I

High school diploma or general education degree (GED) with experience in a preschool setting as staff or volunteer. Must complete Child Development Associate Credential (CDA) within two years or enrolled in and actively pursuing a degree in Early Childhood.

Co-Teacher II

High school diploma or general education degree (GED) with experience in a preschool setting as staff or volunteer and Early Childhood Education Diploma, CDA or AA in Early Childhood Education. If staff possess an Early Childhood Education Diploma, they must also complete a CDA within two years.

Co-Teacher III

Bachelors or advanced degree in Early Childhood Education OR bachelors or advanced degree major in Elementary Education or Child/Family Services with experience in teaching preschool children. Computer experience and/or training also required

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and carry NEICAC levels of automobile insurance. Must also be bondable Complete a physical with a TB test and have repeated every three years

Must satisfactorily complete criminal records check in addition to physical & TB exams per program requirements

Must satisfactorily complete First Aid, CPR, Mandatory Child Abuse Reporting, Medication Administration, Universal Precautions and any other training required by DHS licensure and/or Head Start Performance Standards

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk, hear; taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud. While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____
Employee

Print Name _____