

## NEICAC Job Description

**Job Title:** Teacher  
**Department:** Early Childhood Programs – Head Start  
**Reports To:** Center Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources/ECP Director  
**Prepared Date:** June 2002 – Updates 6/2008, 3/2010, 3/2014, 9/2019  
**Approved By:** Personnel Committee & Policy Council  
**Approved Date:** September 2019

### **SUMMARY**

Provide children with a safe, nurturing, engaging, enjoyable and secure learning environment. Assist the children and families to gain the awareness, skills and confidence necessary to succeed in their present environment and to deal with later responsibilities in school and life. Responsible for all staff and children in the classroom.

**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

- Provide education and activities that are developmentally and linguistically appropriate and provide a balance of child and adult initiated activities
- 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
- Responsible for administration of program services within the classroom
- 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 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 and as a program volunteer.
- Implement Creative Curriculum to fidelity.

- Develop lesson plans that include all requirements on the lesson plan checklist
- Provide appropriate **math, literacy**, health, nutrition, science, social studies and mental health activities for children and families utilizing the curriculums and resources provided.
- Plan for routines and transitions to occur in a timely, predictable and unrushed manner to meet each child's need utilizing Mighty Minutes as appropriate
- Use a variety of strategies to support each child's learning; provide individualized interventions when necessary including the use of PBIS(Positive Behavioral Interventions and Supports)
- Follow all strategies
- Must provide and model appropriate speech and language for children and parents
- Conduct Home Visits and Conferences with families as required
- Complete paperwork accurately and submit timely
- Participate in scheduling of classroom staff, including Co-Teachers, subs and volunteers
- Provide staff training, staff development, consultation, coaching and mentoring as appropriate
- Provide training to Co-Teachers to prepare them to plan, implement and evaluate all aspects of classroom operations
- Provide classroom volunteers and subs the necessary training to function according to program guidelines by helping them feel comfortable and succeed in the classroom
- Prepare and conduct performance evaluations for subordinate staff as required by NEICAC (including but not limited to classroom Co-Teachers)
- Advocate with other local community agencies for collaboration of services
- Responsible for classroom and office equipment, maintenance, inventory and obtaining necessary supplies to facilitate adequate functioning of the center
- Communicate effectively with others to convey ideas and concerns. Provide positive direction to parents, children and staff
- Actively participate as a team member to provide quality services in their 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 Regulations
- 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**

Supervise Co-Teachers, Subs and classroom 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

***Teachers hired after January 1, 2010***

Bachelors or advanced degree in Early Childhood Education OR bachelors or advanced degree and coursework equivalent to a major in Early Childhood Education with experience in teaching preschool

children. Must also hold a valid practitioner's license and hold an endorsement that includes prekindergarten.

***Teachers Without Above Qualifications must exhibit continual progress as approved by the Professional Development Plan towards required degree completion in order to remain in their positions.***

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 correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. 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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid drivers license and carry NEICAC levels of automobile insurance. Must also be bondable. 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 \_\_\_\_\_