

POSITION TITLE: Teacher – Early Head Start/Head Start

QUALIFICATIONS: Bachelor's degree with emphasis in Early Childhood Education or related field. Must have a valid professional teaching certificate (NK-4, Early Education). Excellent communication, organizational, time management and public relations skills are required. Must have the ability to establish and maintain effective working relationships with others. Must adhere to the Head Start Program Performance Standards/Head Start Act, State of Virginia licensing requirements, Richmond Public Schools policies, and the EHS/Head Start Program procedures. Must have intermediate to advanced computer skills, (i.e. creating documents/forms, database/spreadsheet knowledge etc.). Candidate must possess a valid driver's License with use of a personal vehicle to conduct home visits, as well as, be able to obtain a Virginia Driver's License with six months of employment. Must have good knowledge and understanding of child growth and development and paraprofessional instructional procedures and practices.

PERFORMANCE EXPECTATIONS: Plans and implements daily instructional activities using the Teaching Strategies Creative Curriculum for all assigned students. Develops and submits lesson plans to designee by deadline. Conduct screenings and on-going assessments of students and develop instruction to meet group and individual needs. Assess and document each child's progress according to the Teaching Strategies Gold framework; document assessments of each child's progress and share with parents. Plans and implements individual activities using information/data from assessments. Conducts two home visits and two parent/teacher conferences yearly for each assigned student in the classroom. Documents all communication between teaching staff and Head Start family. Enters ongoing anecdotal notes into the program's database system at designated times throughout the year. Collects and maintains a portfolio of each student's work. Makes referrals to the program monitor for children with suspected health, speech, behavioral or other developmental concerns. Maintains daily attendance and USDA meal count record and submit monthly reports. Recruits classroom volunteers and prepares activities for volunteers to engage in while participating in the classroom. Participates and promotes family style dining by sitting and eating from the same menu (if possible) with student and discussing age appropriate table manners. Encourages students to try new foods and makes good nutritional choices. Maintains order within the classroom setting and ensure the safety of all children. Ensures assigned classroom is neat and all supplies, furniture, equipment, materials and facility are secured and properly cared for. Ensures each child have a successful experience in school by promoting self-esteem; modeling politeness, showing acceptance of all children from all backgrounds, and help children develop trusting and respectful relationships of peers and authorities. Follows the Head Start Standards of Conduct. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Provides instruction to students and be responsible for planning, delivering and evaluating instruction based on specific goals and objectives established by the Richmond Public Schools Board of Education and Administration, the Head Start Performance Standards, Head Start Act, and Virginia Department of Licensing. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Specialist Child Development

PAY SCHEDULE: Teacher Salary Schedule

LENGTH OF CONTRACT: 200 Days (9.5 months)

FLSA: Exempt