



Romoland School District

JOB DESCRIPTION **HEAD START TEACHER**

DEFINITION:

Under the supervision of the Lead Teacher, the Teacher will assist in the monitoring and implementation of the educational program required by the Head Start-State Preschool Program. This will include observation, planning, assessment and evaluation of the childrens' activities. The teacher will conduct a daily program to meet the individual needs of children in a bilingual multi-cultural center.

EXAMPLES OF DUTIES and RESPONSIBILITIES:

- Teaches one (1) class per day, working directly with an Instructional Aide and parent volunteers.
- Plans activities to insure efficient day-to-day operations.
- Supervises children and insures that the physical, social, intellectual, and emotional needs of the children are met.
- Coordinates and assumes responsibility for the implementation of program activities.
- Observes children and provides for their health, safety, and welfare.
- Insures the prompt and effective administration of first aid in emergencies.
- Develops a program for individualized instruction and prepares daily lesson plans.
- Implements a program that meets Head Start performance standards.
- Schedules parent conferences as needed.
- Makes a minimum of 2 home visits during the school year with appropriate documentation.
- Maintains the required attendance, progress and assessment records for each child in the class and other reports as required.
- Insures confidentiality of individual and program records.
- Attends staff meetings and trainings coordinated by the county office and other recommended in-service workshops.
- Responsible for evaluating the Instructional Aide.
- Will perform other related duties as assigned.

MINIMUM QUALIFICATIONS

DEMONSTRATED KNOWLEDGE:

Thorough knowledge of effective administrative principals, practices, and techniques; thorough working knowledge of early childhood curriculum development and instructional strategies/techniques; knowledge of Head Start Preschool program.

DEMONSTRATED SKILLS/ABILITIES:

Must possess a working knowledge of early childhood curriculum. Ability to work well with, and to understand the particular needs of preschool age children. Ability to serve as an effective role model; ability to establish and maintain cooperative relationship with staff, parents and the public. Ability to communicate effectively orally and in writing. Ability to speak and write Spanish preferred.

BASIC REQUIREMENTS:

Possession of a valid California Driver's License and auto liability insurance. A TB clearance of the employee, a physician statement of health, and fingerprint clearance are required.

CREDENTIAL REQUIREMENTS:

Hold a valid California Child Development Teacher permit or be eligible to receive a Child Development Teacher Permit (AA degree in early childhood education with three semester units supervised field experience; or completion of 24 semester units in early childhood education with core units and either 2-3 semester units supervised field work of Completion of CDA credential; plus 16 diversified semester units in general education).

EXPERIENCE REQUIREMENTS:

Minimum of 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. Experience may include paid and/or volunteer work.