

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: CDA Teacher**

**DEPARTMENT: Head Start**

**REVISION DATE: June 2, 2009**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Head Teacher. Employee is responsible for assisting the teacher in the planning and provisions of a high quality early childhood experience for preschool children that meet all Head Start Program Performance Standard.

**QUALIFICATION STANDARDS:**

- Must have a High School or verifiable GED.
- Must have a CDA Credentials and/or a Child Development Associate Degree.
- Must be bilingual (English and Spanish)
- Some classroom teaching experience preferred.
- Must have a personality that is conducive to team work.
- Must be of good moral character, professional, self-confident, and able to multi-task.
- Must possess a valid driver's license and be insurable, a MVR is required.
- Must maintain all local, state and federal qualifications for the position.

**ESSENTIAL DUTIES:**

- Meet all State and Federal guidelines (e.i., Head Start Program Performance Standards).
- Assist in maintain communication with Parents and assist in meeting Parent's needs in each of the Head Start Program areas.
- Collect and maintain all classroom related documentation required by all Head Start program areas. This includes the collection of in-kind documentation and preparing the bi-weekly planning guide.
- Responsible to provide quality education and supervision of the children.
- Assist in administering required assessments.
- Assist in coordinating the planning of daily activities and field trips.
- Attend lectures, conferences and other educational programs as directed for his/her development growth as a teacher.
- Attend staff development activities as directed for his/her professional development and growth as a teacher.
- Take immediate responsibilities for all documentation and classroom duties in the absence of the Head Teacher.
- Will maintain all local, state and Federal qualification for the position on an annual basis.

**PHYSICAL REQUIREMENTS:**

- **Sitting:** on small size chair and on the floor for circle time, to document on children records for meal times and for some classroom activities.
- **Walking:** and pacing for supervision thru out the 8 hours.
- **Bending:** to sanitize tables, serving and washing dishes cleaning child size bathrooms.
- **Squatting:** to pick up objects , talking to children at eye level, for setting up materials in learning centers. To sanitize mats on a weekly basis.
- **Pushing:** food carts approximately 30-40 lbs.. Swings during outside children’s play, for sweeping and mopping.
- **Running:** for emergencies to prevent accidents that occur from a distance.
- **Lifting:** Toys, art material, food containers, cleaning supplies and in case of an Emergency any injured or disabled child.
- **Stretching:** During movement/exercise activities and to put materials away, take material out and decorate the classroom.
- **Climbing:** on step ladder.
- Employee is required to participate during outside play as weather permits: only exceptions would be severe cold weather, high winds or rain. Staff must not take shelter under shade during outdoor participation.

**OTHER REQUIRMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

None

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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