

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: CDA Teacher

DEPARTMENT: Head Start

REVISION DATE: June 2, 2009

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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE