

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Early Head Start - Teacher**

**DEPARTMENT: Head Start**

**REVISION DATE: February 11, 2010**

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Early Head Start Coordinator. The Early Head Start Teacher creates and manages an attractive, warm and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs, of the group as well as those of individual children and families. Provide and maintain a safe environment. Maintain regular attendance.

**QUALIFICATION STANDARDS:**

- A current CDA and willing to obtain an Infant/Toddler or Home Visitor endorsement, or a minimum of six (6) courses of study in Early Childhood Education / one year experience working with infants and toddlers.
- Must be computer literate (Microsoft Office).
- Must have a personality that is conducive to team work and working with infants/toddlers and their families.
- Must be of good moral character, professional, self-confident, and able to multi-task.
- Must have excellent communication skills (oral and written) and able to communicate effectively in English and Spanish.
- Must communicate positively and effectively with parents, children, colleagues, and other agency personnel, while maintain confidentiality regarding all facets of the program in a compliance with FERPA and other federal and state regulations.
- Must possess a valid driver's license and be insurable, a MVR is required.
- Must maintain good judgement and self-control when under stress.

**ESSENTIAL DUTIES:**

- Ensure that the safety policy is adhered to at all times.
- Provides all duties in assigned classroom(s).
- Implement the EHS curriculum and Head Start Performance Standards for Early Head Start classrooms. Prepare daily lesson plans in advance that include both indoor and outdoor activities and are individualized and based on the infants/toddlers own needs, interest and schedules; and, include multicultural educational materials and activities.
- Document volunteer activities, and parent communication regarding children's functions and activities.

- Organize classroom according to developmental levels and individual needs of the infant or toddler ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development. Ensure infant and toddler classrooms are home-like, safe, sanitary, and free of clutter. Organize the toddler classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
- Promote the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with children at all times during the day.
- Observe children and record observations in anecdotal records, making appropriate referrals. Conduct or assist with developmental screenings, as assigned. Participate in IFSP's as required. Maintain updated individual and group checklists according to program policies and procedures.
- Manage classroom operations, providing training and technical assistance to parents and volunteers, as needed. Maintain a clean, safe learning environment at all times.
- Provide meals and snacks to children according to their age, development and needs. Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily. Begin family style dining with toddlers when they are ready and implement according to program policy and procedures, and EHS Performance Standards.
- Involve parents in all aspects of the classroom. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintain ongoing professional and appropriate communication with parents through a variety of methods and send activities home that parents can do with their children to support the curriculum and the child's learning. Encourage parents to become involved in workshops, training and other Head Start activities.
- Conduct at least two home visits and one parent conference with each child's family per year, according to the program schedule, policies and procedures.
- Maintain accurate attendance records, food reports, in-kind reports and other record keeping and reports, as required. Participate in program training, weekly staff meetings, and case management meetings. Maintain supplies and submit a list to supervisor when additional items are needed.
- Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
- Continue professional growth by participating in ECE classes, training programs, workshops/conferences, as the budget allows.
- Perform other relevant responsibilities as required by the program.

### **PHYSICAL REQUIREMENTS:**

- **Sitting** on small chairs and on the floor for circle time, to document on children records for meal times, for some classroom activities.

- **Walking** and pacing for supervision throughout the 8 hrs shift.
- **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 materials, food containers, cleaning supplies and in case of an Emergency any injured or disable child.
- **Stretching** during movement/exercise activities and to put material away, take material out and decorate the classroom.
- **Climb** on step ladder.
- Must be able to lift 30-45 lbs ( food bags & boxes, files, and other small equipment or devices
- Must be able to work outdoors.

**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 not covered by Civil Service; therefore, is subject to all other Webb County Policies.

**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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