

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Early Head Start Teacher

**DEPARTMENT:** Webb County Head Start

**REVISION DATE:** November 11, 2023 N.S.C

**Characteristic Duties and Responsibilities:**

Employee is under the supervision of the Early Head Start Area Service Manager. 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 that meet the needs, of the group as well as those of individual children and families. Provide and maintain a safe environment. Maintain regular attendance.

**Minimum Qualifications:**

- High School Diploma or GED from an accredited institution.

**Preferred Qualifications:**

- Infant and Toddler Child Development Associates (CDA) credential and have been trained, or have equivalent coursework in early childhood or child development, or any certificate on Child Development/Early Childhood.
- Be able to communicate effectively in English and Spanish (bilingual).

**Knowledge required by the position**

- 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 have excellent communication skills (oral and written).
- Must communicate positively and effectively with parents, children, colleagues, and other agency personnel, while maintaining confidentiality regarding all facets of the program in compliance with FERPA and other federal and state regulations.
- Must maintain good judgement and self-control when under stress.

**ESSENTIAL DUTIES:**

- Ensure that the safety policy is adhered to at all times.
- 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 Teacher Floater, 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 chair and on the floor during circle time, during documentation of children records, for meal times and for classroom activities.
- Walking and pacing for supervision throughout the 8-hour shift.
- Bending to sanitize tables, serving and washing dishes, and cleaning child-size bathrooms.
- Squatting to pick up objects, talking to children at eye level, for setting up materials in learning centers and to sanitize mats.
- Pushing food carts approximately 30-40 lbs, sweeping and mopping and on swings outside during children's play.
- 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 access, put away or take out materials and to decorate classrooms.
- Climbing on a step ladder.
- Must be able to lift 30-45 lbs. (children, boxes, files and other small equipment or devices).
- Must be able to work outdoors as needed.

**Other Requirements/Information:**

- ❖ Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol and criminal background check are required.
- ❖ Must possess a valid Texas Driver's license and be insurable, a MVR is required.
- ❖ Must have a clear TB and physical examination before first day of employment.
- ❖ Must have no criminal record or criminal charges pending.
- ❖ This position is not covered by Civil Service; therefore, is subject to all the

Webb County Policies and Webb County Head Start addendum.

**ACKNOWLEDGEMENT:**

The undersigned has read, discussed, and understands the full meaning of this job description and agrees 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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**Supplemental Questions:**

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Do you possess a valid Texas Driver's license and reliable transportation?

Do you possess good computer skills with a working knowledge of Microsoft programs?

Are you able to speak, read and write in the English language?

Are you able to communicate effectively in English and Spanish?

Do you possess an Infant and Toddler Child Development Associates or any certificate on Child Development/Early Childhood?

Have you been trained or have equivalent coursework in age-appropriate early childhood and child development?

Do you possess an Associate's degree in Early Childhood Education/Child Development?