

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Teacher AA**

**DEPARTMENT: Head Start**

**REVISION DATE: December 2012**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Area Service Manager. The employee is responsible for planning and implementing learning experiences that advance the intellectual and physical development of children, improving school readiness through phonemic awareness, use of language, complex vocabulary, and appreciation of books, understanding of early math, science, problem solving, and approaches to learning. He/she must maintain a safe, healthy learning environment, and support the social/emotional development of children. The teacher must adhere to all Federal, State and local regulations, Head Start Performance Standards, Child Care Licensing Requirements, and the Webb County Head Start vision, mission and goals.

**QUALIFICATION STANDARDS:**

- Must have an Associate Degree in Child Development or Early Childhood Education or higher degree.
- Must have good computer skills (working knowledge of Microsoft programs).
- Must be bilingual in English and Spanish.
- Must have excellent communication skills (oral and written).
- Must have the ability to develop and maintain effective working relationship with children, their family members, co-workers, other program staff and general public.
- Must have a current CPR and First Aid Certification.
- Must possess a valid Texas Driver's license and be insurable; a MVR is required.
- Must maintain all Local, State and Federal qualifications for position on an annual basis.

**ESSENTIAL DUTIES:**

**Operational Responsibilities**

- Responsible for opening the classroom by 7:45am.
- Support ASM in supervision of their teacher assistant and supportive staff for provision of quality services.
- Maintain communication with parents and assist in meeting parent's needs in each of the Head Start program content areas.
- Prepare and/or submit required reports/documentation in an accurate and timely manner.
- Promote parent involvement activities.
- Administer required screenings and assessments.
- Attend staff development activities as directed for his/her professional development and growth.
- Perform other related assigned duties.

## **Instructional Responsibilities**

- Supervise children at all times.
- Plan and implement children's individual needs and strengths and utilize them for classroom instruction.
- Create and maintain a classroom environment that supports learning.
- Maintain adequate teaching materials and facilitate children's active exploration of material, activities, and environment.
- Model best practices. Teaching strategies must be based on children's individual needs and the Head Start Performance Standards.
- Use positive approaches to guide children's behavior towards active involvement in learning and the development of self-discipline.
- Maintain communication with the children's parents. This includes two annual home visits per family.

## **PHYSICAL REQUIREMENTS:**

- **Sitting** on small chairs and on the floor for circle time, to document on children's 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 disabled 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 (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 testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies.

**SUPERVISORY:** Supervises teacher assistant, classroom aides and substitute teachers.

**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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