Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: Early Head Start Supervising Lead Teacher - CDA, 1, 2, 3**

**Reports to: Site Supervisor**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Provide a successful, safe and supervised educational setting for children. Promote the social, emotional, physical, and cognitive development of children. Encourage parent involvement in all aspects of the program. This position is responsible for providing oversight and leadership to the classroom team, including supervision of staff and responsibility for achieving and maintaining established educational thresholds of participants. This position may perform regular duties at alternative sites with permission of the Program Director

**Summary of Essential Job Functions**

Contribute to and participate in an effective classroom teaching team

* Provide a supportive social-emotional climate in the classroom
  + Must use PBIS and Safety First techniques with children
* Develop and implement lesson plans to meet each child’s individual needs, interests, learning styles and individual goals that are compatible with the child’s family culture
  + Ensure the classroom is a language and print rich environment and that literacy and language development activities occur regularly
  + Interact with children through conversations and facilitating activities in English
  + Implement program curriculum
  + Conduct developmental, social-emotional and communications screenings and assessments with children as required
    - Meet with Program Mentor and consultants to discuss child’s needs; implement plans as advised
* Maintain the safety and welfare of children at all times
  + Must be able to identify and recognize children and to observe them in their daily environments in order to assure their safety at all times
  + Maintain and arrange the equipment and materials in an appropriate, safe, healthy and orderly fashion in the classroom, on the playground and on field trips
  + Must be able to assist all children in all emergency and disaster drills and situations
    - Must be able to push and control an occupied wheelchair
  + Must maintain confidentiality of children and families at all times
  + Must obtain and maintain First Aid and CPR certifications
  + This position is a Mandatory Child Abuse Reporter
* Provide oversight and leadership to the classroom team
  + Establish written classroom goals and implement action steps
  + Supervise and guide the work of classroom staff, negotiate PDP’s, conduct regular staff evaluations, and approve time sheets and mileage sheets
  + Supervise volunteers and other adults in the classroom

Build and maintain positive relationships with families, program, agency and community partners, and volunteers as needed to provide excellent services

* Conduct regular home visits and parent/teacher conferences with all families as required by program
  + Partner with parents to implement individualization process, establishing written child goals and implementing action steps to accomplish them with children
* Attend and assist with parent meetings and other county team activities as determined by county team

Compliance

* Complete and submit all required documentation accurately, in a timely manner, and according to agency standards
* Ensure that the classroom is in compliance with Head Start Performance Standards and other program requirements
* Maintain the program’s CLASS minimum thresholds in all domains

Supervision

* This position supervises the following positions in the classroom:
* Lead Teacher (non-supervising)
* Assistant Teachers
* Food Aids and/or Classroom Aides
* Completes Professional Development Plans (PDPs) for all staff supervised on regular basis per agency standards
* Assures accurate and timely timesheets for all staff supervised
* Provides guidance to staff as needed and as requested
* Assures all staff receive required trainings

Develop skills and knowledge related to the position

* Must be able to learn and adhere to extensive number of Head Start Performance Standards, Department of Human Services child care licensing regulations, QRS standards and, as appropriate, NAEYC standards
* Attend all trainings as required
* Complete and maintain certifications as required
* Participate in the mentoring process and implement steps on the Mentor Visit Plan
* Implement steps on the Supervisor Plan.

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language
* Committed to the concept of diversity and the inherent worth of every individual
* Strong commitment to achieving results
* Knowledge of early childhood development
* Excellent child observation and assessment skills
* Dedicated to continuous learning
* Strong teamwork skills. Able to collaborate in a positive and respectful way with families, agency co-workers and community partners.
* Strong leadership skills. Ability to build an effective team using communication, delegation and organization
* Must be able to maintain confidentiality
* Intermediate computer skills. Strong knowledge of Microsoft Office. Must be able to learn and effectively use a variety of software, electronic devices and databases

**Working Conditions (Essential physical, mental and emotional demands):** *The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Generally a 40-hour week. Must be able to work assigned schedule. Overtime is occasionally required.
* Must be able to navigate stairs to access some classrooms and family homes
* Must be able to maintain a calm, composed demeanor in a highly active physical, social and emotional environment
  + Must be able to move about in indoor and outdoor environments to appropriately monitor and interact with the children
  + Must understand and appreciate the development of young children and be able to use appropriate guidance techniques at all times
* The person in this position frequently communicates with children, parents and colleagues, both one-on-one and in larger groups. Must be able to exchange accurate information in these situations.
* Occasionally lifts, carries or otherwise moves and positions objects weighing up to 40 pounds when stocking supplies or setting up equipment
* Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet.
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.
  + The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards.

**Education & Experience Required:**

* Bachelor’s Degree in Early Childhood Education or Child Development **(classified as EHS Supervising Lead Teacher 3).** Preference given to candidates with infant or toddler teaching experience.

**OR**

* Bachelor’s Degree in Education with an Early Childhood Education Endorsement **(classified as EHS Supervising Lead Teacher 3).** Preference given to candidates with infant or toddler teaching experience.

**OR**

* Bachelor's or advanced degree and coursework equivalent to a major relating to early childhood education (such as the Child, Adult and Family Services Degree with Child Option at Iowa State University) with pre-school teaching experience **(classified as EHS Supervising Lead Teacher 2).** Preference given to candidates with infant or toddler teaching experience.

**Will consider:**

* Associate’s Degree in Early Childhood Education or Child Development **(classified as EHS Supervising Lead Teacher 1)** with infant, toddler, or pre-school teaching experience. Preference given to candidates with infant or toddler teaching experience.
* Current or former MICA employee with a Child Development Associate (CDA) Credential, Infant-Toddler, and 2 years of experience in MICA Early Childhood Programs **(classified as EHS Supervising Lead Teacher CDA).**

**Prefer:**

* Supervisory experience

**Other:**

**Candidates offered the position must meet the following criteria:**

* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

1. Minimum age requirement of 18 per NAEYC and/or DHS licensing standards
2. Successful completion of all background checks at hire and thereafter according to agency and program standards.
3. Staff who work in centers that serve infants will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | ECP | Management? (Yes/No) | Yes |
| Generic title | EHS Supervising Lead Teacher - CDA,1,2,3 | FLSA status | Hourly/Non-exempt |
| Pay grade | BAND 4B - EHS Supervising Lead Teacher 2 & 3  BAND 4C - EHS Supervising Lead Teacher 1 & CDA | Revised | July 2019 |
| EEO 1 Category 3 | Professional |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

**FOR HR ONLY**

**Print Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Circle Job Title:** EHS Supervising. Lead Teacher CDA EHS Supervising Lead Teacher 1

EHS Supervising Lead Teacher 2 EHS Supervising Lead Teacher 3

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Signature of Employee Date