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

**TITLE: Head Start Lead Teacher 1, 2, 3**

**Head Start Lead Teacher 4 - First United Methodist Church Site**

**(May be assigned local crisis manager tasks)**

**Reports to: Early Childhood Programs Quality Services Coach**

**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 engagement 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

* Develop and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children’s progress across the standards described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and the Iowa Early Learning Standards to meet each child’s individual needs, interests, learning styles and individual goals that are compatible with the child’s family culture.
  + Ensure the assigned curriculum is implemented with fidelity and support skills development in the areas of Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, and Perceptual, Motor, and Physical Development.
  + Develop and implement weekly lesson plans.
  + Develop positive and nurturing relationships with children.
  + Interact and engage with children through conversations and facilitating activities in English.
  + Engage in positive caregiving routines with children.
  + Screen each child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills as required.
    - Meet with consultants to discuss child’s needs; implement plans as advised.
* Maintain a socially and emotionally safe and supportive climate in the classroom using Conscious Discipline practices and PBIS supports. Use Safety First strategies when appropriate.
* 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 information about children and families at all times.
  + Must obtain and maintain First Aid and CPR certifications.

This position is a Mandatory Child Abuse Reporter.

Supervision

* Provide oversight and leadership to the classroom team.
  + Establish written classroom goals and implement action steps.
  + Guide the work of classroom staff.
* Supervise volunteers and other adults in the classroom. This position supervises the following positions:
* Assistant Teachers in the classroom.
* Food Aides and/or Classroom Aides in the classroom.
* Completes Professional Development Plans (PDPs), including staff evaluations, 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 by deadlines.

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

* Conduct home visits and parent/teacher conferences with all families as required by program.
  + Partner with parents to individualize the program for their child by establishing written child goals and implementing action steps to accomplish them.
* Attend and assist with events for families 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.

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, and, as appropriate, NAEYC standards.
* Negotiate PDP with supervisor.
* Attend all trainings as required.
* Complete and maintain certifications as required.
* Implement action plans to meet compliance, program practices, and professional development expectations.

Local Crisis Manager duties, if assigned

The person in this position is designated as the Local Crisis Manager per MICA’s Emergency Procedures. Responsible for the following:

* Have knowledge of the location of building utilities shutoffs.
* Coordinate and document required tornado and fire drills.
* Post emergency evacuation plans, location of the storm shelter areas
  + Document that staff are aware of these postings.
* Train all staff in emergency drills, understanding and use of emergency equipment, and procedures per the MICA Emergency Procedures booklet.
* For drills, make sure that all employees and site visitors evacuate the building, go to the designated outside meeting area and confirm that everyone is accounted for.
  + In emergency situations, do roll call to ascertain whereabouts of all employees and site visitors.
* In facilities that include E/HS Classrooms, coordinate drills with the designated E/HS staff person.

**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

***Physical Demands:***  *The physical 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.*

**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. Rarely is overtime 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.
* 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 Head Start Lead Teacher 3).** Preference given to candidates with experience teaching preschool-age children.

**OR**

* Bachelor’s Degree in Education with an Early Childhood Education Endorsement **(classified as Head Start Lead Teacher 3).** Preference given to candidates with experience teaching preschool-age children.

**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 experience teaching preschool-age children **(classified as Head Start Lead Teacher 2).**

Bachelor’s Degree in Early Childhood Education or Child Development **OR** Bachelor’s Degree in Education with an Early Childhood Education Endorsement with a current Iowa Teaching License which includes teaching preschool-age children **(First United Methodist Church classroom only - classified as Head Start Lead Teacher 4)**

**Will consider:**

* Associate’s Degree in Early Childhood Education or Child Development **(classified as Head Start Lead Teacher 1)** with infant, toddler, or pre-school teaching experience.

**Prefer:**

Supervisory experience

Experience teaching preschool-age children

**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. Teachers who work in centers that serve infants will be required to have a Tdap immunization per 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 | Lead Teacher 1,2,3 | FLSA status | Hourly/Non-exempt |
| Pay grade | BAND 4B - HS Lead Teacher 2 & 3  BAND 4C - HS Lead Teacher 1 | Revised | August 2020 |

**EQUAL OPPORTUNITY EMPLOYER**

**FOR HR ONLY**

**Print Employee Name:**

**CHECK Job Title:** HS Lead Teacher 1 HS Lead Teacher 2 HS Lead Teacher 3 HS Lead Teacher 4

Signature of Employee Date