

# INCA Community Services

## Job Description



<b>Title:</b>	Teacher 4-year-old classroom	<b>Reports to:</b>	Area Supervisor
<b>Program:</b>	Head Start	<b>Status:</b>	Non-Exempt/Full Benefits/40 hours a week/ some flexibility in schedule - 10 months
<b>Reviewed:</b>	3/24		
<b>Approved:</b>	April 2019	<b>Wage:</b>	(See Salary Scale)

**Benefits:** Health and Life Insurance, Sick and Annual Leave, Retirement Program (401k), All paid holidays.

### Job Summary:

This position involves providing high-quality educational experiences to enhance school readiness for eligible four-year-olds that comply with the Head Start Performance Standards, Oklahoma Child Care Licensing, INCA Head Start Policies and Procedures, and Oklahoma Department of Education Pre-K requirements.

*This position has recurring access to a vulnerable population.*

**Essential Functions:** *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Teacher Duties:

- Manage classroom activities while ensuring compliance with Oklahoma Child Care Licensing and Early Education, Head Start Performance Standards, INCA Head Start Policies and Procedures, and the goals and objectives of the current Oklahoma Pre-K curriculum including progress toward School Readiness Goals.
- Teach the class in a manner consistent with the philosophy and goals of the INCA Head Start Program to guide the planning of high-quality experiences.
- Build and maintain a positive, nurturing, and supportive relationship with the children and families.
- Plan and implement learning experiences that address physical health and development, social and emotional development, approaches to learning, logic and reasoning skills, language, literacy, mathematics knowledge and skills, science knowledge and skills, creative arts expression, and social studies knowledge and skills.
- For dual language learners, also plan and implement experiences to support English language development.
- Conduct ongoing assessments of the growth and development of assigned children to inform instruction and measure progress toward School Readiness Goals; plan an individualized curriculum to meet the specific needs of children including children with disabilities.
- Arrange for children to be outdoors every day, for a minimum of one hour (split between morning and afternoon), weather permitting. The outdoor classroom is considered an extension of the learning environment. Both indoor and outdoor environments shall address curricular objectives by encouraging child-initiated, teacher-supported, active learning experiences.
- Communicate with parents and encourage their input regarding the growth and development of their children; conduct two home visits and two parent-teacher conferences per child per year.
- Establish and maintain procedures to support successful transitions for enrolled children and families into and out of Pre-K/ Head Start including the transition to kindergarten.
- Participate in developing and implementing an Individualized Education Program (IEP) for those children who meet the appropriate criteria for having such a plan.

- Work with children with disabilities and/or children whose developmental age/stage may be delayed, i.e., toilet-training, diaper changing, and additional therapy procedures as required by the Individual Development plan.
- Maintain a safe and healthy environment in the classroom and on the playground; report safety hazards and/or equipment needs to the Area Supervisor. Conduct a daily health and environment check to ensure the classroom equipment, furniture, materials, and supplies are properly maintained and stored;
- Maintain staff adult/child ratio as required by OKDHS licensing and Head Start Performance Standards at all times.
- Follow health and safety procedures for hand washing, toileting, handling bodily fluids, sanitizing toys and equipment, administering medication, serving food, dealing with children's illnesses, and supervising children.
- Complete timely, neat, accurate documentation of screenings, assessments, individualized plans, attendance, feedings, daily activity logs for parents, home visits, and other documentation as may be deemed necessary for providing quality services.
- Eat with and assist children in the development of social and self-help skills, and sound nutritional practices.
- Actively recruit children, when a vacancy occurs and maintain a center waiting list.
- Assist with the community target needs assessment in the area served by your classroom.

### **General Duties:**

- Attend work punctually and regularly to provide consistency of service;
- Responsible for reporting absences and ensuring substitutes can be secured to work to meet staff ratio;
- Must have a flexible schedule to work at least one evening each month and participate in parent meetings;
- Attend upon request all staff and other appropriate meetings, training, and conferences some of which may require out-of-town travel and evening/overnight attendance;
- Follow Agency personnel policies as established by the Board;
- Maintain a professional attitude and respect for parents, children, and staff at all times.
- Ensure confidentiality of all records and information;
- Demonstrate commitment to mission, values, and policies in the performance of daily routines;
- Perform other program-related assignments as designated;
- Present a positive image of the agency to members of the community.

### **Supervisory Relationships:**

Works under the direct supervision of the Area Supervisor and direction of Head Start Management. Accountable to the Head Start Director, Executive Director, Board of Directors and Policy Council.

### **Knowledge and Skills:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.*

- Knowledge and ability to initiate and implement developmentally appropriate individualization process for each student;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret and implement program guidelines efficiently and effectively;
- Proficient computer skills and knowledge of the internet, e-mail, and websites.
- Deal tactfully and courteously with the public, parents and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;
- Handles confidential work with tact and discretion;

### **Qualifications:**

**Education:**

- **Candidates must have one of the following:**
  - Bachelor's Degree with Endorsement in Early Childhood Education;
  - A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.
  - Current Oklahoma State Teaching Certificate.
- **Once hired must:**
  - Complete during the first 90 days of employment ELCCT (entry level child care training)
  - Annually must meet Oklahoma Department of Human Service (DHS) and the Department of Education required training.
  - Shall attend not less than 15 clock hours of professional development per year (DHS Licensing)

**Experience:**

- Preference given to experience teaching Pre-K;
- Proficient computer skills and knowledge of the internet, e-mail, and web sites required

**General:**

- Valid Oklahoma driver's license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
  - Physical,
  - Pre-employment drug testing
  - Criminal Background check including:
    - NSOPW (national sex offender)
    - Child Care Restricted Registry (Joshua's List)
    - FBI fingerprint-based criminal history as required of the ODHS

**Physical Requirements: Employee must be able to:**

*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.*

- Must be able to perform the essential functions of the job with reasonable accommodations.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Operate a motor vehicle;
- Working with both hands and arms, grasping.
- Work in a busy, noisy and sometimes stressful environment.

**INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER**

**Acknowledgment:** I acknowledge receipt and understand the contents of this job description.

**Signature of  
Employee:**

**Date:**

INCA Community Services, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, INCA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed functions, duties and responsibilities do not

necessarily include all activities that the employee may perform. Nothing herein restricts INCA's right to assign or reassign duties and responsibilities to the job at any time.