

INCA Community Services

Job Description



Title:	Teacher	Reports to:	Family Service Manager
Program:	Early Head Start	Status:	Full Time/ Full Benefits Non-Exempt/ 12 months
Approved:	October 2017	Wage:	(see Salary Scale)
Reviewed	February 2024		

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

Job Summary:

Fully implement the EHS program (federal and state requirements) including but not limited to providing a successful, safe, and supervised educational setting for infants and toddlers, engaging families in the program, and ensuring all content area standards are met.

Supervise and teach an assigned group of infants and toddlers using developmentally appropriate practices. Prepare daily lesson plans including both indoor and outdoor activities that are individualized and based on the infants/toddlers' own needs, interests, and schedules; and include multicultural education materials and activities.

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.*

Child Contact Time

- Develop and utilize daily plans, and organize classrooms according to individualized plans, developmental levels, and parental and cultural influences of the infant or toddler.
- Follow consistent routines (ex: feeding, diapering, toileting, teeth brushing, and napping).
- Provide responsive care for children. Respond to children's needs promptly and positively.
- Supervise and monitor children at all times.
- Clean and sanitize equipment and learning material; ensure safe environments (classroom, center, restrooms, kitchen and playground).
- Prepare the classroom for 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.
- Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily.
- Provide all meals and snacks to children and prepare them according to their age, development, and needs.
- Begin family-style dining with toddlers when they are ready and implement according to program policy and procedures and Early Head Start Performance Standards
- Provide diaper changing and toilet training functions in the classroom in a safe, sanitary, and developmentally appropriate manner.

Parent Engagement/Home Visits

- Provide an atmosphere that promotes and reinforces parent involvement.

- Greet parents and children pleasantly and appropriately, ensuring a smooth transition in and out of the center.
- Encourage parents to be involved in all aspects of the classroom.
- Encourage parents to become involved in workshops, training, and other Early Head Start activities.
- 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.
- Work and make referrals to appropriate agencies as needed or requested by parents for children/families' needs.
- Conduct at least two home visits with each child's family per year for purposes of assessment and support according to the program schedule, policies, and procedures.
- Plan and conduct regular Parent meetings with team members (at least 2 per year).
- Assist with transitioning children out of the program and into Head Start or other childcare programs within the time frame.
- Communicate openly and positively with children's parents/guardians about daily activities, behaviors, etc.

Curriculum Development

- Assess individual and group needs, attending to special needs, specific interests, strengths, and concerns.
- With parent involvement, create developmentally appropriate, balanced daily plans that address each child's specific strengths and needs and include all EHS components.
- Prepare classroom materials and supplies to support daily plans; change materials in learning centers as needed.
- Adapt curriculum to meet individual goals for children as identified in IEP/IFSP plans.

Written Documentation and Service Delivery

- Ensure the classroom complies with Early Head Start Performance Standards, OKDHS Licensing Requirements, and other regulations.
- Maintain accurate written/electronic records including but not limited to assessments, lesson plans, screening instruments, observations, documents for transitions parent/teacher conferences, and daily health checks.
- Observe children record observations and complete the assessment by due dates.
- Maintain timely, accurate attendance records, food reports, in-kind reports, and other record-keeping and reports as required.
- Collaborate with other staff members in the collection, analysis, interpretation, and communication of data results with families.
- Participate in team/staff/meetings to plan for and deliver needed services.
- Generate in-kind contributions and actively engage in recruitment and enrollment efforts.

General Duties:

1. Attend work punctually and regularly to provide consistency of service.
2. 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.
3. At all times maintain a professional attitude and confidentiality of all records and information.
4. Demonstrate commitment to mission, values, and policies in the performance of daily routines.
5. Follow the HS dress code. Appropriate dress code specific for EHS staff:
 - a. Fingernails are reasonably short in length to avoid injury;
 - b. No jewelry except for wedding bands and watches while in the classroom.
6. Perform other program-related assignments as designated
7. 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.

- Must relate well with pregnant mothers, infants, and toddlers as well as families from all socioeconomic, racial, and ethnic groups.
- Ability to work as a team member collaborating with staff, parents, and community resources.
- Ability to maintain professional boundaries and ethics with coworkers and families.
- Ability to respond appropriately to an emergency or a crisis.

Qualifications:

Education:

- Must have Infant/Toddler Child Development Associates (CDA) or Certificate of Mastery. Prefer an Associate of Arts degree in Early Childhood Education with a minimum of six semester hours specifically related to infant and toddler group care.

Experience:

- At least one year of experience working with infants and toddlers
- Intermediate computer, internet and email skills required.
- Must have a flexible schedule to accommodate family needs, may include some evenings or weekends.

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
- Upon hire:
 - Must complete First Aid Certification, Safe Sleep certification, and Infant/Child CPR Certification

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 essential functions.

- Physically able to perform essential job responsibilities.
- Ability to manage physically active children aged 0-3 within a weight range up to 45 pounds including lifting, restraining, guiding and withstanding sudden movements.
- Ability to lift 45 pounds multiple times in an 8 hour day.
- Move, lift, push, pull and/or carry 0 to 60 pounds to waist height with or without reasonable accommodations;
- Bending at waist, kneeling, stooping and sitting on floor, or crouching to maintain direct eye contact with children.
- Stand, walk, bend over, stretch, grasp, reach overhead, twist;
- 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;
- Enter data into a computer, operate mainframe/personal computers, operate standard office and communication equipment;
- Operate a motor vehicle;
- 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.