



Regional Consolidated Services Job Description

Department Early Head Start/Head Start

Job Title Lead Teacher

PURPOSE: This position exists to fulfill the goals and objectives of child development component of the Head Start program.

Primary Duty: Provides supervision and instruction to young children while utilizing respectful and responsive care-giving practices. Communicates positively with children, families, and colleagues to meet the individual social, emotional, health, and educational needs of each child.

Essential Functions and Responsibilities

1. Maintains working knowledge of Head Start Performance Standards, the Head Start Act, NC Child Care Regulations, RCS Employee Handbook and RCS Head Start Operations Manual.
2. Implements Head Start curricula in the classroom
3. Provides learning experiences that promote all developmental areas,
4. Guides and facilitate activities of the children, including daily activities, selecting and arranging equipment and materials in the classroom
5. Maintains a comprehensive and ongoing assessment for each child, including weekly observations in each area, examples of the child's work, and developmental assessment completed according to Head Start procedures
6. Conducts home visits and parent conferences to discuss the child's individual development and progress; assists the parents in developing observational skills and solicits parent observations
7. Eat with and assist children in the development of social and self-help skills, and sound nutritional practices
8. Meets regularly with appropriate staff members to exchange information pertinent to the identification of services to meet the needs of each child
9. Meets with mental health consultants to discuss the mental health needs of children
10. Guides children's social/emotional skills, and those marked by the Head Start Standards
11. Attends staff training and meetings
12. Works with the other classroom teacher and collaborates to apply skills and abilities in planning and carrying out classroom activities and duties
13. Maintains a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored
14. Use the playground as an extension of the classroom; assures that the playground is safe
15. Assists in conducting daily health checks
16. Assists in implementing children's I.E.P. (Individual Education Plan)
17. Completes and submits required forms and records in a timely and accurate fashion, e.g., lesson plans, portfolio forms, assessments, time sheets, meal reports, etc.
18. Assist with daily classroom cleaning such as mopping, trash disposal, sweeping, dusting, etc.
19. Actively assists in transition activities

20. Distributes newsletters, flyers, and other information to families as instructed by the supervisor
21. Assures that files are complete, accurate, and confidentially maintained
22. Consistent and regular attendance is required.

Other Duties and Responsibilities

1. Request new equipment and supplies to prepare materials needed in the program.
2. Other duties as assigned by the child development coordinator.

Supervisory Responsibilities

1. Responsible for actively supervising children.
2. Day-to-day classroom management, including providing guidance to other classroom staff assigned to the classroom.

Knowledge and Skills

1. Excellent oral and written communication skills.
2. Knowledgeable in early childhood development, developmentally appropriate practices as established by NAEYC and North Carolina Foundations.

Fiscal Responsibility

1. Timely submission of supplies and field trip requests.

Physical Demands:

1. See hear, speak; bend, stoop, walk (at times fast or run); use fingers, hands, arms; able to lift and move up to 60 pounds.

Working Conditions

1. Office setting with moderate noise level.
2. Classroom, including outdoor play area, setting with moderate to loud noise levels during site visits.
3. Travel that is local, regional and national requiring overnight stays.

Qualifications

1. Child Development Associate (CDA) is required, Associate's or Bachelor's in early childhood education or related field preferred
2. At least one year's experience working with three- to five-year-old children is preferred.
3. Able to obtain clean background check through the Department of Health & Human Services (DHHS).
4. CDL and bus driver certificate optional

Classification: Nonexempt position 10-month. The child development coordinator supervises this position.

Staff Name _____

Staff ID Number _____ Date _____