

ASSOCIATE HEAD START TEACHER

DEFINITION: Under general supervision, performs work of moderate difficulty, serves as lead teacher charged with full supervisory responsibility in managing the daily operation of assigned Head Start center; oversees support and volunteer staff engaged in providing early childhood development services to children three through five years of age; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Coordinates and supervises the daily activities of the Head Start center including menu/meal preparation, teaching curriculum, vehicle maintenance, etc.; ensures compliance with applicable laws, rules, regulations, policies and procedures; participates in the development of program goals and objectives; maintains classroom environment conducive to age appropriate learning and care; assigns and reviews work of staff upon completion; recommends selection; conducts employee evaluations; disciplines and terminates employees according to personnel policies and procedures.

Provides instruction on safety and health regulations and procedures; ensures all staff have current certifications; maintains inventory of classroom supplies, equipment and materials; obtains materials and resources for classroom projects; develops lesson plans according to federal guidelines; teaches children according to planned daily curriculum; provides physical activities; organizes activities that stimulate the child's physical, emotional, intellectual, and social growth; ensures that Developmentally Appropriate Practice is implemented in the classroom and in outdoor play activities.

Coordinates health checks such as vision, hearing and dental; makes appropriate referral and conducts follow-up with parents/family; conducts home visits to explain purpose of program, provide appropriate training, and provide updates on center/classroom operation, and child's progress and needs; provides nutrition education; may assist in the kitchen; provides one on one instruction for those needing additional assistance and to mainstream special needs children; maintains strict confidentiality of all program records, including educational and medical records.

Plans and conducts field trip activities; supervises and actively participates in recruitment and enrollment of eligible children; recruits volunteers; oversees orientation for new and substitute teachers and volunteers; conducts staff meetings and parent/teacher conferences; prepares required reports; attends training, in-service and orientation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Programs.

Knowledge of early childhood teaching methods and practices.

Knowledge of Navajo culture and its influence on the daily lives of the children and family.

Knowledge of maintaining a clean safe educational environment.

Knowledge of food preparation and nutrition.

Knowledge of operation of transportation vehicles.

Knowledge of health screening methods and practices.

Knowledge of record keeping and file maintenance methods and practices.

Skill in planning and providing educational activities to children ages three through five years.

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Skill in working with parents, grandparents and volunteers in providing and meeting children's needs.
Skill in safely preparing and serving nutritional and appetizing meals to children.
Skill in maintaining a clean safe supportive educational environment.
Skill in overseeing, monitoring and directing staff in providing services to children.
Skill in maintaining accurate up to date files, records and reports.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and participating in children's activities; exposure to children and their diseases; exposure to chemicals and cleaning supplies.

MINIMUM QUALIFICATIONS: A high school diploma or GED and a Child Development Associate (CDA) credential that is appropriate to the age of the children being served in a center-based program; **or** a State-awarded certificate for preschool teachers that meets or exceeds the requirement for a CDA credential; **or** must obtain approval for a 180-day waiver of credential, certificate or degree requirement, be enrolled in a program that grants credentials, certificate or degree, and receive such credential, certificate or degree under the terms of such program not later than 180 days after beginning employment as an Associate Head Start Teacher.

SPECIAL REQUIREMENTS: Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL).

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.