

EARLY HEAD START TEACHER

DEFINITION: Under general supervision, performs work of moderate difficulty in managing the daily operations of assigned Early Head Start center; oversees support and volunteer staff engaged in providing early childhood development services to children zero to three 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:

Organizes, supervises, and monitors the daily activities of the Early Head Start center that stimulate the child's physical, emotional, intellectual and social growth; ensures compliance with performance standards and applicable laws, rules, regulations, policies and procedures; meets the needs of all children, including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse; assists with the children's needs in their daily routine, which may include diapering, feeding, exercising and basic skills reviews, etc.; determines level of care based on degree of disability of the child and develops family service plan accordingly.

Ensures that Developmentally Appropriate Practice is implemented in the classroom and the outdoor play activities; participates in the development of program goals and objectives; provides an atmosphere that promotes and reinforces parental involvement in the classroom; maintains classroom environment conducive to age appropriate learning and care; provides families with information concerning local/community resources and advocacy services available; assigns and reviews work of assigned staff; recommends selection, conducts employee evaluations and takes appropriate action when necessary; disciplines and terminates employees according to established policies and procedures.

Provides technical assistance, guidance and training to assigned staff; develops and follows up on staff improvement plans; supervises and actively participates in recruitment and enrollment of eligible children; observes and participates in home visits; develops and maintains partnerships with families and community resources; serves as a liaison between parents and the Early Head Start program; prepares reports including but not limited to attendance, health checks and enrollment; maintains accurate written records and strict confidentiality of records; conducts staff meetings and parent/teacher conferences; attends meetings and training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, standards, policies and procedures related to Head Start/Early Head Start Programs, child care, and pre-schools.

Knowledge of the principles and practices of child development and early childhood education.

Knowledge of the principles of child health, safety and nutrition.

Knowledge of infant and toddler development, safety issues in infant and toddler care (e.g., reducing the risk of Sudden Infant Death Syndrome).

Knowledge of the principles of adult learning and family dynamics.

Knowledge of community resources available for families.

Knowledge of the Navajo culture and traditions.

Skill in planning and providing educational activities to children ages zero to three years of age.

Skill in overseeing, monitoring and directing staff in providing services.

Skill in maintaining confidential records.

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Skill in establishing and maintains effective working relationships.
Ability to plan, organize and coordinate lesson plans.
Ability to nurture, motivate, teach and influence children.

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 chemical and cleaning supplies.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and two (2) years experience in a head start, pre-school or structured child care.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license. Within 90 days of employment must pass a criminal background check, finger printing, and a physical examination and obtain a Pediatric Cardiopulmonary Resuscitation (CPR) and First Aid Certificate, and a Navajo Nation's Vehicle Operator's Permit. Within one (1) year of employment must obtain an Infant and Toddler Child Development (CDA) credential. Additional licenses or certificates may be required.

Depending on 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.