

HEAD START CLASSROOM TEACHER

DEFINITION: Under general supervision, performs work of moderate difficulty; works as a part of the education content area team and is responsible for the education and early childhood development services as mandated by the Head Start Performance Standards; plans and implements activities with children between the ages of three and five years consistent with the curriculum provided and Head Start mandated outcomes; encourages parent involvement in all aspects of the program; supervises teaching assistant staff, parents and volunteers; 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:

Plans, organizes and implements developmentally appropriate practices based on the individual and collective developmental abilities and potential of enrolled children; plans and provides experiential learning activities focused on advancing the intellectual and emotional competence of children; develops and implements lesson plans that are consistent with the program curriculum and guidelines; plans and implements activities with children consistent with the curriculum provided and Head Start mandated outcomes; ensures compliance with the Head Start Performance Standards and Navajo Head Start policies, procedures and work plans.

Supervises, guides and models appropriate behavior and teaching techniques for teaching staff, parents and volunteers; maintains a cooperative attitude of working together in planning and implementing classroom activities; conducts ongoing assessment of each child using procedures and skills required to gather aggregate and analyze data for the purpose of informing teaching, curriculum implementation, reports for parents, staff development and training, and reaching school readiness outcomes for all children; maintains assessment information noting child's progress across all developmental domains; completes home visit, parent/teacher conference and transitions forms.

Implements behavior plans designed by the mental health specialist and reports on the effectiveness of the plan; maintains discipline and supervision of children; protects children from physical punishment or verbal abuse and immediately reports such incidents; observes children to detect signs of illness, injury, emotional disturbance, learning disorder or other special need and for any suspected or disclosed signs of child abuse or neglect and reports them immediately; sits and eats with children during all meal times, providing a model for good nutritional habits; works cooperatively with paraprofessionals, school readiness coach and family advocate to involve children and to encourage the active participation of parents in the program; recruits volunteers for classroom.

Conducts parent/teacher home visits and conferences to facilitate and exchange of information about the child and inclusive of setting and reviewing goals parents have for their child; collaborates with special services providers to ensure integrated provisions of special services for children in need; attends team meetings with all staff and each classroom and contributes to collaborative, consistent and appropriate planning for the needs of children and their families; maintains an inventory of classroom materials and supplies; maintains confidentiality of all personnel information, child and family records, related communication and reports; prepares required reports; attends meetings as requested; continually enhances personal knowledge, skills and abilities focused on knowing and understanding early child development and best practices by attending training, college courses, educational conferences, seminars, etc.

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KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Head Start Performance Standards, Navajo Nation federal, state and local laws relative to position responsibilities.

Knowledge of educational concepts, principles, theories and applications.

Knowledge of child development, particularly as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework, including working knowledge of recent early brain development.

Knowledge of early childhood assessment and educational activities based on current and relevant research.

Knowledge of health and safety practices applicable to the age of children to be served.

Skill in applying early childhood developmentally appropriate practices.

Skill in being responsive to children's developmental needs.

Skill in analyzing data and drawing valid and reliable conclusions.

Skill in working with parents to develop individually and developmentally appropriate goals for each child.

Skill in oral and written communications.

Skill in establishing and maintain open communication and effective working relationships.

Skill in exercising professional judgment.

Skill in the use of technology to effectively manage data and information.

Skill in applying problem solving strategies.

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 Bachelor's or advanced degree and coursework equivalent to a major relating to Early Childhood Education; and one (1) year of classroom experience teaching preschool-age and/or infant/toddler-age children.

PREFERRED REQUIREMENTS:

- A Bachelor's or advanced degree in Early Childhood Education or related field.
- Two (2) years of classroom experience teaching preschool-age and/or infant/toddler-age children.
- Early Childhood Endorsement.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent 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 within 90 days of date of hire. Some positions may require a commercial driver's license. Incumbents must abide by the program's standards of conduct.

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.