

APPLICATION COVER SHEET

Job Title: Early Head Start Center Based Teacher

Wage: Level I-\$13.53 Level II-\$15.66 Level III-\$17.75

Hours: 35-40 per week, 45-52 weeks per year

APPLICATION DEADLINE: 5:00pm, Wednesday, March 4th, 2020

PLEASE PROVIDE

- 1. COVER LETTER**
- 2. RESUME**
- 3. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING COMPLETED APPLICATION COVER SHEET**
- 4. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION**

POSITION SUMMARY: Plan, implement, and supervise all Head Start or Early Head Start classroom/home base educational activities for enrolled children. Ensure compliance with Head Start Performance Standards and the Head Start Act, meet national average thresholds for CLASS and work towards continuous CLASS improvement, implement School Readiness goals, and maintain Child Care Licensing standards and state standards according to the Quality Improvement Rating Scale (QRIS).

MAJOR RESPONSIBILITIES:

1. Carry out goals, policies, and activities designed to implement educational objectives according to applicable regulations. Such as Head Start Program Performance Standards, Head Start ACT, CLASS, School Readiness Goals, Head Start Early Learning Outcomes Framework, etc.
2. Use feedback from the Classroom Assessment Scoring System (CLASS) observation to foster self-improvement and learning in order to promote effective, engaging interactions with children.
3. Apply professional principles and judgment to provide a learning environment that promotes school readiness and is aligned with program school readiness goals and the Head Start Early Learning Outcome Framework (ELOF).
4. Implement the Individual Education Plan (IEP) or Individual Family Services Plan (IFSP) in order to provide for the special needs of children with disabilities in an inclusive environment.
5. Provide input to the child's IEP and/or IFSP using data from daily observations, screening, assessments and information from parents.
6. Apply professional principles and judgment and advanced trouble shooting analysis to guide children's behavior using positive discipline techniques
7. Provide supportive guidance to parents helping them enhance the social, emotional, cognitive and physical growth of their children.
8. Apply professional principles and judgment to assist families in developing activities for their children that are consistent with program goals and objectives.
9. Implement parent engagement in educational activities of the program to enhance their role as the child's first teacher.
10. Apply professional expertise to partner with parents to develop and update developmentally appropriate goals on the Individual Child Development Plan.
11. Must receive at least 15 hours of professional development per year to meet the requirements in section 648A(a)(5) of the Head Start Act and to comply with Child Care Licensing regulations.

ADDITIONAL RESPONSIBILITIES:

1. Conduct at least three parent/teacher conferences and two home visits per year.

2. Supervise and provide ongoing training to classroom assistant and classroom volunteers.
3. Promote a team approach environment in the classroom so children develop a warm relationship with both the teacher and teacher assistant.
4. Coordinate with other focus areas (health, family services, transportation and administration) to implement program goals.
5. Help in other areas such as teacher assistant, kitchen, transportation, etc. as needed.
6. Other duties as assigned by Supervisor

MINIMUM QUALIFICATIONS:

Teacher Level 1*:

- Be at least 18 years old, and have a High School Diploma or High School Equivalency and possess an Infant-Toddler Child Development Associate Credential (CDA), Home Base CDA, or Preschool CDA as appropriate for position.

Teacher Level 2:**

- Associate Degree in Early Childhood Education OR
- *An Associate Degree in a related field and coursework equivalent to a major related to early childhood education, with experience teaching preschool-age children

Teacher Level 3*:

- Bachelor’s Degree in Early Childhood Education OR
- Bachelor’s or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

*Qualifications will be determined upon review of official academic transcripts and other valid documentation of experience and education.

**Level 2 or above required for Head Start Teachers

SPECIAL INFORMATION –

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Occasional travel for trainings may be required.*
4. **EXCELLENT BENEFITS ARE PROVIDED BY HRDC.**
5. *Background Check required before applicant is hired.*
6. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
7. *Application will be rejected if incomplete or unsigned.*

PLEASE ANSWER THE FOLLOWING QUESTION

1. **From the Job Description for a EHS Center Based Teacher please tell us what experience you have had that qualifies you for this position.**

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