

# HEAD START CERTIFIED TEACHER

**DEPARTMENT**  
**GRADE**  
**CLASSIFICATION**  
**REPORTS TO**

**Head Start**  
**Follow Oklahoma State Certified Teacher Pay Scale**  
**Non-Exempt**  
**On-Site Manager**

*Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principals. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by program Directors and the Executive Director that project appropriate image or impact health and safety issues.*  
**CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.**

## **Job Summary**

To plan and conduct a meaningful age appropriate program of education for children three and four years of age.

## **Duties and Responsibilities**

1. Plan, conduct and review learning experiences for young children.
2. Use only Head Start approved materials (ex. tapes, videos) and ensure that ditto sheets, lined paper and patterned art is not used in the classroom.
3. Maintain a daily health check of each child.
4. Maintain up-to-date progress notes on each child and enter data in the computer teaching program.
5. Maintain daily attendance records.
6. Administer developmental screenings of children
7. Refer children who are suspected of a disability to the Disabilities Coordinator.
8. Make home visits (minimum of two visits per child) and hold parent conferences.
9. Work with FSW to ensure that all children are taken for medical and dental examinations and follow up and maintain records of same.
10. Participate in Chat Rooms. Participation in Literacy activities.
11. Assist On-Site Manager to coordinate and supervise activities of teacher aides and volunteers.
12. Assist child's family by informing them of resources available to them.
13. Attend parent meetings.
14. Assist in keeping the facility and outside premises clean.
15. Be able and willing to attend trainings (agency and outside).
16. Ensure child's folder and computer tracking program are current.
17. Ensure confidentiality of Head Start records.
18. Coordinate and supervise activities of teacher assistant aides and volunteers.
19. Comply with Head Start Performance Standards and State Licensing Requirements.
20. Work in cooperation with the local LEA.
21. Meet all requirements necessary with the Oklahoma State Department of Education to maintain licensure.
22. Promote and implement Active Supervision at all times.
23. Any other duties assigned by management staff.

## **Behavior Standards**

1. Conduct self as representative of the Agency.
2. Regular attendance on job.
3. Establish and maintain effective working relationships with the child, parent, other staff members and the community.
4. Have good personal hygiene and be well groomed and not smoke on any CADC premises.
5. Dress according to CADC's dress code.

## **Qualifications**

1. Possess a Bachelor's or higher degree preferably in Early Childhood or related degree or an Early Childhood Certification.
2. Possess an Oklahoma Teacher's Certificate in Early Childhood Education
3. A knowledge of child development and educational approaches or techniques
4. Ability to work with low-income families and different ethnic groups.
4. Ability to relate to children and adults.
5. Have reliable transportation, a valid Oklahoma driver's license and liability insurance.
6. Must not work at the center while infected or carrier of communicable disease.

7. Must provide documentation that they meet the health standards set forth in the State Licensing regulations.

**Physical Demands**

Employee must be able to communicate effectively, both orally and in writing. Must be able to work under stress and to organize and conduct several activities simultaneously. Must be able to participate and be engaged in Head Start activities. Travel is required.

**Physical Requirements**

1. Ability to manage physically active children ages 0 to 4 within a weight range up to 60 pounds including lifting, guiding and withstanding sudden movements.
2. Physically able to perform essential job responsibilities.
3. Ability to lift several times in an 8 hour day.
4. Bending at waist, kneeling, stooping and sitting on floor, or crouching to maintain direct eye contact with children.
5. Ability to lift items and equipment up to 60 pounds with or without reasonable accommodations.
6. Must pass a pre-employment physical exam.

**I have read and understand this job description. I am fully qualified for this position and will perform the duties as described. I understand that this job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and trainings as dictated by their supervisor(s). I understand that management reserves the right to revise the job description as necessary and appropriate to meet program requirements and regulations.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_