



COMMUNITY ACTION PARTNERSHIP  
Dickinson, North Dakota

Position Description

Department: Head Start Status: Exempt  
Position Title: Teacher I Grade Level: E  
Immediate Supervisor: Head Start Education Coordinator

Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All position descriptions are subject to change as business requirements dictate.

**A. GENERAL SUMMARY OF RESPONSIBILITIES:**

Responsible for providing the learning experiences in a pre-school setting to meet the needs of the participants, emotionally, physically, socially, and intellectually. Responsible for proper planning and classroom operation. Responsible for meeting the objectives of the Head Start Program. Responsible for community and public relations representing the Head Start Program. Responsible for utilization of resources to ensure optimum care, growth, and development of Head Start participants and family members.

**B. SPECIFIC JOB RESPONSIBILITIES:**

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrates support for the agencies mission, goals and values.
2. Participates in strategic planning of the Head Start program and direction of the program.
3. Assists the Head Start Director by keeping within the fiscal constraints of the budget.
4. Assists in supporting of Personnel Policies, Procedures and job descriptions.
5. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
6. Maintains staff, client and agency wide confidentiality at all times.
7. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
8. Assists and provides input in the grant writing process.
9. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
10. Attends meetings, workshops, and training sessions as approved by the Head Start Director.
11. Participates on program related committees as approved by the Head Start Director.
12. Travels by ground or air to meetings, conferences, trainings, etc. as approved by the Head Start Director
13. Monitors all volunteers within the classroom.
14. Assists with the department inventory, as well as, securing necessary equipment and supplies.
15. Continues professional growth through educational and training experiences in their field.
16. Maintains active involvement with participants at all times to include sitting on floor with children during rug times.
17. Ensures an annual community needs assessment is accomplished and implements programs to meet the needs of the community.
18. Ensures all required standards are maintained for the Head Start Program.
19. Assesses, develops, implements, and evaluates using appropriate measurements using a plan of instruction, lesson plans, data inputting and other related teaching aids for the classroom to determine the success of each participant.
20. Coordinates with the Educational Program Coordinator and makes recommendations on referral issues.

21. Communicates with parents using various means of communications to include but not limited to: personal meetings, newsletters, telephone calls, parent conferences (minimum of two per year), home visits (minimum of two per year), through volunteer programs, etc.
22. Participates with other staff members in the development of IEP's for special needs participants and consults with staff on a regular basis about the special needs; implement activities to meet ICP / ICP goals.
23. Assists with the transition of the participants from Community Action Partnership into the Area Public Schools.
24. Maintains/Inputs anecdotal records and outcome scores on each participant and provides to Education Coordinator when requested.
25. Maintains in-kind volunteer sheets and information logs for participant families.
26. Requisitions supplies and equipment through the Head Start Education Coordinator and Director.
27. Provides safe classroom environment to prevent and/or reduce injuries.
28. Promotes good health and nutrition and provides environment which contributes to the prevention of illness and promotes physical development of participants.
29. Communicates with the participants and provides opportunities and support for understanding, acquiring, and using verbal and nonverbal communication techniques.
30. Provides an environment which creates an enjoyable learning experience which would include: play, exploration, and interesting learning using all available resources and provides:
  - Stimulation of all senses.
  - Allow for development empathy and mutual respect and use of creativity, self-expression, and acceptance.
  - Allow for learning through practice of concepts and behaviors.
  - Assists with reviewing Educational Services Plan to meet the needs of participants, with the assistance of the Education Coordinator.
31. Develops and implements developmentally appropriate curricula and individualized curricula.
32. Assists Program Coordinator's in preparing for and coordinating self-assessment.
33. Participates in parent program orientation.
34. Conducts meetings with staff and participant families.
35. Remains current on early childhood and disabilities issues.
36. Assigns jobs to assistants and volunteers and supports the CDA program by providing opportunities for CDA candidates to complete certification requirements.
37. Plans activities to support parent engagement during scheduled family nights.

**C. SUPERVISORY RESPONSIBILITIES:**

1. Assist with Human Resource activities which may include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination.
2. Supervise staff performance and progress within the department and completes performance evaluations in a timely manner.
3. Supervises staff by clarifying expectations, level of authority, accountability and responsibility.

**D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

Required

1. Child Development Associate (CDA) credential for preschool setting or an Associate Degree in related field with coursework equivalent to a major relating to Early Childhood Education.
2. One year full-time experience teaching preschool aged children.
3. Must enroll in college courses to achieve an Associate Degree in Early Childhood and complete within three years of hire date.
4. Experience working with people from various socio-economic and education background.
5. Must be fluent in the primary language spoken by the families served by the program.
6. Must possess a valid driver's license and insurable driving record.
7. Demonstrates ability to establish a positive rapport with staff, clients and other agencies, businesses and the community.
8. Demonstrates ability to effectively communicate both in written and oral forms.

9. Basic skills with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
10. Current CPR and First Aid Certification within one year.

**E. PHYSICAL DEMANDS:**

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

**F. WORK ENVIRONMENT:**

Constantly:

Work in a dry environment, noisy environment, and exposure to bodily fluids.

Frequently:

Works outdoors, works with irritant chemicals, dust and powders, sprays, mists, vapors, fumes, uses gloves or protective coverings, cold environment, high stress and emotional situations.

Occasionally:

In confined spaces, at heights, hot environment, widely ranging temperatures, wet or humid, alone, around electrical, with biological and infectious agents, in high stress situations, in emergency situations, uses safety glasses and eye protection. Position may require the need to work non-traditional work hours.