

# TEACHER

Housing & Human Services | Head Start



## SUMMARY

Provide children with a positive learning environment to help them develop socially, intellectually, and emotionally. Create and carry out written daily/weekly lesson plans and Individual Program Plans. Plan and maintain room arrangement. Work with social services specialist to assist parents/guardians to obtain goals outlined in the Family Partnership Agreements.

### JOB OVERVIEW

#### Starting Pay

\$18.03 - \$23.12 per hour

#### Schedule

Monday - Friday

Must be willing to work extra hours and be available for 24-hour call.

#### Shift

8 a.m. - 4 p.m.

### LOCATION

Head Start

### REPORTS TO

Head Start Supervisor

### SUPERVISOR TO

Assistant Teacher

### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

### WORK ENVIRONMENT

Eat all classroom meals with enrolled children

## ESSENTIAL FUNCTIONS

1. Work with assistant teacher to make and carry out written daily/weekly lesson plans and individual program plans for all children.
2. Provide developmentally appropriate education experiences in all areas required in Head Start Performance Standards and Program Plans.
3. Plan, maintain, and change room arrangement for maximum utilization according to themes in lesson plans.
4. Ensure all anecdotal notes on all children are completed on each child enrolled in the classroom.
5. Supervise, develop, train, assign, observe, and evaluate assistant teacher.
6. Complete and document a minimum of two home visits per child per school year.
7. Develop and monitor Family Partnership Agreement with half of parent/guardians assigned and encourage parent participation in the classroom.
8. Work in conjunction with the social services specialist to assist the parents/guardians to obtain the goals outlined in the Family Partnership agreements.
9. Plan for and carry out use, care, storage and sanitization of equipment; ensure that the classroom is cleaned and sanitized daily and all inventory is accounted for.
10. Stay updated on all program rules and licensing regulations and maintain necessary documentation.
11. Report any facility concerns and repair needs to supervisor.
12. Offer input to education specialist during annual budget preparation.
13. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Sign and adhere to the TPCG/Head Start Standards of Conduct while employed.
2. Ability to communicate effectively orally and in writing.
3. Ability to remain professional in stressful situations.
4. Knowledgeable about appropriate early childhood education practices.
5. Able to operate general office equipment (computer, copy machine, fax machine, laminating machine, and telephone).
6. Attend in-service and pre-service training sessions to fulfill licensing requirements and attend all related meetings, seminars, and workshops.

## EDUCATION, EXPERIENCE, AND LICENSES

1. Two-year associate degree or higher in early childhood, child development, or preschool education required.
2. Two years of experience with preschool children and/or a closely related field required.
3. Must possess and maintain a valid Louisiana driver's license.

## EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).