



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....:	Teacher
DEPARTMENT.....:	Housing & Human Services
DIVISION.....:	Head Start
CLASSIFICATION/GRADE.....:	Teacher/108
REVISED.....:	06/2018
REPORTS TO.....:	Head Start Supervisor
REVIEWED.....:	06/2018
WAGES.....:	Non-Exempt (Hourly)

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### **SUMMARY:**

Provides children with a positive learning environment and a variety of developmentally appropriate early childhood educational experiences which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence. *Encourages parent participation in the Head Start Program. Provides direct supervision to the Assistant Teacher.*

### **BASIC FUNCTIONS:**

1. Must sign and adhere to the TPCG/Head Start Standards of Conduct while employed.
2. Plans, maintains, and changes room arrangement for maximum utilization according to themes in lesson plans.
3. Makes and carries out written daily/weekly lesson plans and Individual Program Plans for all children with Assistant Teacher to provide developmentally appropriate early childhood educational experiences in all areas of Head Start Education Framework and in approved curriculum.
4. Responsible for providing developmentally appropriate education experiences in all areas required in Head Start Performance Standards and Program Plans and in accordance with the Creative Curriculum and other curricula resources as required.
5. Ensures that all anecdotal notes on all children are completed on each child enrolled in the classroom.
6. Plans and utilizes all education materials, supplies, and equipment as needed to provide age and developmentally appropriate educational experiences.
7. Encourages parent participation in the classroom and on field trips; obtains documentation from any inkind/non-federal share from derived from assigned area of responsibility.
8. Responsible for developing the Family Partnership Agreement with half of the parents/guardians assigned to his/her classroom.
9. Responsible for monitoring the completion of the Family Partnership Agreements that the Assistant Teacher is responsible for completing.
10. Works in conjunction with the Social Services Specialist to assist the Parents/guardians to obtain the goals outlined in the Family Partnership Agreements.
11. Supervises, develops, trains, assigns, observes, and evaluates Assistant Teacher; provides on-going support and feedback; works effectively with the Assistant Teacher and assists the Education Specialist in the evaluation of the Assistant Teacher on an annual basis.

12. Establishes a positive working relationship with parents, staff and volunteers; assists supportive service staff.
13. Reports repair needs and or facility concerns to the Supervisor as needed.
14. Plans for and carries out use, care, storage and sanitization of equipment; ensures that the classroom is cleaned and sanitized on a daily basis.
15. Completes and documents a minimum of two home visits per child per school year and as needed to ensure that any needed communication is made to all families enrolled.
16. Maintains all necessary documentation by LDE Licensing, Board of Health and Sanitation, Fire Marshall and Head Start guidelines and regulations; remains updated on rules and regulations including Head Start Performance Standards, TPCG Head Start Program plans, LDE LA Early Learning Center Licensing Regulations (Title 28, Part CLXI, Bulletin 137), Fire code, Board of Health and Sanitation.
17. Completes all required evaluation instruments and assessment tools including the Brigance, vision and hearing screenings and any other required by supervisor or Office of Head Start.
18. Works with supervisor to determine current and projected equipment and supply needs on a monthly and yearly basis; maintains inventory levels in classrooms; takes inventory of all items in classrooms regularly and reports discrepancies to supervisor.
19. Attends in-service and pre-service training sessions to fulfill licensing requirements and attends all center meetings.
20. Eats all classroom meals with the children enrolled.
21. Performs other related duties as assigned by supervisor.
22. Assists supervisor and the Education Advisory Committee with the development of the Early Childhood and Health content area plan based on the performance standards; works cooperatively with parents and the education staff to organize the development of the plan.
23. Attends seminars and workshops related to Early Childhood Education.
24. Responsible for picking meals up in the absence of the Food Service Technician or deliver paperwork when necessary.
25. Offers input to Education Specialist for the preparation of annual budget for Education content area.

### **EDUCATION/EXPERIENCE:**

1. A two (2) year Associate's Degree or higher in the Early Childhood, Child Development or Preschool Education field is required.
2. Two years experience with pre-school children and/or a closely related field is required.
3. Knowledge of appropriate Early Childhood Educational practices.
4. Skilled in operation of equipment, including computer, copy machine, fax machine, laminating machine and telephone.
5. Ability to offer leadership and guidance to subordinate.
6. Ability to communicate effectively orally and in writing.
7. Ability to handle stressful situations.
8. Must possess a valid Louisiana Driver's License.
9. Must be able to lift up to fifty pounds (50lbs).
10. Ability to develop and maintain effective working relationships with employees, supervisors, other agencies, program participants, and the general public.