

# Trumbull Community Action Program

## Job Description

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<b>Title of Position:</b>	Teacher
<b>Responsible To:</b>	Education Manager
<b>Employee Type:</b>	Hourly

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### General Summary of Position:

This position serves as the lead teacher in a classroom of preschool children and is responsible for planning, implementing, and supervising all classroom activities. Teachers work in conjunction with other components of the program as an integrated team to support Head Start children and families and meet the goals of the program.

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### Primary Duties and Responsibilities of the Position:

- Maintain continuous Active Supervision of children.
- Prepare and maintain a safe, healthy learning environment for children that is positive and developmentally appropriate.
- Use ongoing assessment cycle to prepare weekly lesson plans, which include objectives and research-based methods that are aligned with the Ohio Early Learning and Development Standards, the Head Start Early Learning Framework, and the Creative Curriculum.
- Continuously assess, document, and communicate children's developmental and educational progress, including but not limited to completion of Ages and Stages Questionnaires (ASQ).
- Develop and implement an individualized plan for each child based on that child's needs and abilities as identified through various assessments.
- Must understand and implement Conscious Discipline and Flip It strategies in the classroom.
- Work as a team with co-workers on all classroom activities, field trips and outdoor activities.
- Schedule home visits and parent-teacher conferences with families as required and on an as needed basis, and correctly document these events.
- Refer children and families whose assessments indicate the possibility of additional needs to the appropriate department or partner agency for further action or evaluation.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

### Secondary Duties and Responsibilities of the Position:

- Gather and maintain precise individual, family, and classroom data for ongoing assessment and documentation using the applicable forms and/or software as directed.
- Contribute to the accurate collection and documentation of data for the Child and Adult Care Food Program (CACFP) including but not limited to collecting and recording point of service meal counts with appropriate forms and software.
- Submit various reports to the supervisor as scheduled or requested.

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- Encourage families' program participation and the accurate documentation of In-Kind qualifying donated time and materials and/or other allowable costs to be applied toward the non-federal share requirement.
- Must understand and comprehend the Head Start Performance Standards, Ohio Department of Job and Family Services childcare licensing regulations, and other applicable regulations and practices.
- Maintain certifications regarding First Aide, CPR, the prevention of communicable disease, and the prevention of child abuse through TCAP provided training as required.
- Attend all workshops, meetings, trainings, and activities as deemed necessary by immediate supervisor, which must include but is not limited to a minimum of fifteen (15) hours of classroom focused professional development per year.
- Supervise and eat nutritionally prepared meals with the children as a curriculum activity, to model good nutrition and proper social skills.
- May be required to serve as a site administrator for childcare licensing purposes.
- Create and maintain an Ohio Child Care Resource and Referral Association (OCCRRA) account.
- Responsible for maintaining and checking employee email account daily.
- Complete 30-day on-boarding plan.
- Assist in the recruitment and registration of potential program participants county wide.
- Positively promote Head Start in the community.
- Other duties as assigned by direct supervisor and/or TCAP Head Start Management.

### Qualifications:

- Must have a minimum of an associate degree in early childhood education or related field.
- Must be familiar with Early Childhood Education data management systems.
- Must have basic knowledge of Microsoft Office (Word, Excel, and Power Point), basic technology usage skills, and basic math skills.
- Must have excellent organizational, problem solving, and decision-making skills.
- Must have excellent oral and written communication skills.
- Must be able to work without direct supervision, with initiative, self-discipline, and accountability.
- Must be able and committed to continuous strict adherence to TCAP's Confidentiality Policy and confidentiality guidelines in accordance with The Head Start Performance Standards and other pertinent regulations.
- Must be able and committed to constantly exhibit patience, professionalism, and tact when communicating with children, families, staff, management, referral sources, and the public.
- Must have a pleasant and professional demeanor, a positive attitude, and be a team player.

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- Must maintain a valid Ohio Driver's License, have reliable, on-site transportation, and show proof of current vehicle insurance; travel is required for this position and site and/or classroom assignment is subject to change.
- Must have excellent attendance and punctuality.
- Must pass pre-employment, scheduled, and random background checks and drug testing.
- Must be able to lift at least fifty (50) pounds.
- Must be culturally sensitive and able to work with individuals with various backgrounds.
- Must be sensitive to the needs and problems of children and families, handicapped, and socio-economically disadvantaged residents of Trumbull County.

### Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefits package including hospitalization and agency pension plan is available after successful completion of ninety (90) working day probationary period.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

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Printed Name

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Signature

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Date