

KAWERAK POSITION DESCRIPTION

DIVISION:	Education, Employment, and Supportive Services
DEPARTMENT:	Head Start/Early Head Start
JOB TITLE:	Early Head Start Teacher
POSITION STATUS:	Regular, Seasonal, Part-Time
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	7-8-9
REPORTS TO:	Program Specialist

Early Head Start is a federal program designed to assist children to prepare for Pre-School, Head Start, and formal education in the public school system. The Early Head Start Teacher implements the Head Start Program Performance Standards, the Head Start Act and follows all applicable federal and state licensing regulations. This position is required to meet all Early Head Start educational qualifications.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Maintain a professional attitude, be responsible, dependable, and demonstrate a commitment to excellence.
- 2) Ensures compliance with all applicable federal and state regulations including the Head Start Program Performance Standards, the Head Start Act, applicable federal and state licensing regulations, the Child & Adult Care Food Program, and Kawerak agency and Head Start policies and procedures.
- 3) Plan and follow a schedule of daily activities, with Teaching Team, which integrates child health and safety, nutrition, early childhood development (including teacher directed, child directed, and gross motor classroom activities), child mental health, and family and community partnerships to ensure the developmental needs of individual children are met.
- 4) Use a team approach with parents and staff to develop individualized activities to meet the children's needs.
- 5) Conduct and document observations, screenings, assessments and complete student checkpoints as required.
- 6) Proactively plan and prepare developmentally appropriate classroom materials and lesson plans that include Native culture, heritage, and language; create and update learning centers as needed to promote development of children.
- 7) Ensure that children are supervised at all times with a one to four, teacher to student ratio.
- 8) Maintain on-going contact with families; integrate educational goals that are developmentally appropriate.
- 9) Facilitate Family Style Dining during all meals served at the center in compliance with CACFP, Infant Feeding Guidelines, and parent input.
- 10) Facilitate daily gross motor activities.
- 11) Conduct two home visits per year and two parent teacher conferences per year.
- 12) Collaborate with speech and physical therapists, nurses, social workers and other relevant professionals to promote quality services to children.
- 13) Use appropriate guidance techniques consistent with early childhood education practices.
- 14) Participate in meetings and trainings with staff, parents, community partners, and other professionals as required.
- 15) Maintain updated confidential child files and parent signatures.
- 16) Attend meetings and maintain records of Individual Family Service Plans (IFSP) or Individual Education Plans (IEP) and assist in the coordination of on-going services for children.
- 17) Maintain correspondence with all parents through monthly memos, newsletters and/or activity calendars.
- 18) Work as a team with classroom co-workers, core staff specialists, and assigned family advocate to meet the needs of children and families.
- 19) Read work related emails to communicate with core staff and other co-workers.
- 20) Complete and submit all reports or paperwork to central office according to timelines.
- 21) Ensure the health and safety of all children in care, including but not limited to procedures on diapering, toileting, hand washing, suspected child abuse and neglect, illness and communicable disease policies, and indoor/outdoor environment checks.
- 22) Share responsibilities for cleaning and minor maintenance of building and outside play areas (daily vacuuming, sweeping, bathroom and furniture sanitation, snow removal, dusting shelves and equipment, washing windows and spot safety checkup).

- 23) Complete and update an annual professional development plan to meet and maintain education and training requirements.
- 24) Other duties as assigned by the Program Specialist or designee.

QUALIFICATIONS:

- 1) High School diploma or GED and hold a current Infant Toddler Child Development Associate (CDA) credential OR comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant toddler development. If applicant does not have a CDA credential or comparable credential with required training/coursework, he/she must develop a professional development plan that includes submitting a CDA application within 6 months of hire.
- 2) Must be willing to enroll in a child development or early childhood education AA or BA degree program.
- 3) Must be 18 years of age by date of hire.
- 4) Experience working with young children preferred.
- 5) Must possess good oral and written communication skills.
- 6) Must complete and submit a work physical upon hire and every five years after hire.
- 7) Must complete an annual TB screening.
- 8) Current First Aid and Infant/Child (Pediatric) CPR certification. If not current, must be willing to obtain certification within 6 weeks of hire.
- 9) Current State of Alaska Food Worker's Card. If not, must be willing to obtain one within 2 weeks of hire.
- 10) Resident of the community given preference.
- 11) This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position

Native Preference per Public Law 93-638

Approved 8-20-17