

KAWERAK POSITION DESCRIPTION

DIVISION:	Children and Family Service
DEPARTMENT:	Head Start
JOB TITLE:	Early Head Start Teacher I
POSITION STATUS:	Regular Part time
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	5-6-7
REPORTS TO:	Program Specialist

The Early Head Start/Child Care Program is a federal program designed to provide quality child care with comprehensive Early Head Start services to children ages 0-3 yrs in preparation for Pre-School, Head Start, and formal education in the public school system. The Early Head Start Teacher assists in implementing the goals, objectives and performance standards of the Head Start/Early Head Start Program and follows all applicable federal and state licensing regulations. This position is required to meet all Early Head Start Teacher educational requirements of the program.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Maintain a professional attitude, be responsible, dependable, and demonstrate a commitment to excellence.
- 2) Assist with implementing the goals, objectives and performance standards of the Head Start/Early Head Start Program. Assist with weekly planning and follow the schedule which integrates child health and safety, early childhood development (including teacher, child directed, and gross motor classroom activities), child mental health, and family and community partnership to ensure the developmental needs of individual children are met.
- 3) Use team approach with parents and staff to develop individualized activities to meet the children's needs.
- 4) Conduct observations, screenings, assessments and family reviews.
- 5) Aid and assist classroom teacher in carrying out daily and weekly duties such as teaching, performing housekeeping chores, preparing for snack or lunch, ensuring that the environment is sanitary and healthy, entering observations online, completing and submitting required paperwork, and maintaining confidential child files and parent signatures.
- 6) Ensure that children are supervised at all times with a one to four, teacher to student ratio.
- 7) Facilitate Family Style Dining during all meals served at the center in compliance with CACFP, Infant Feeding Guidelines, and Parent input.
- 8) Assist in performing two home visits per year and two parent teacher conferences per year.
- 9) Use appropriate guidance techniques consistent with early childhood education practices.
- 10) Participate in staff meetings, parent meetings, and professional training sessions, and meetings with other professionals and parents as needed.
- 11) Read work related emails to share communication with core staff and other co-workers.
- 12) 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, children who are ill, indoor/outdoor environment checks.
- 13) Share responsibilities by taking the lead for cleaning and minor maintenance of Head Start building and outside play areas. (Daily vacuuming, sweeping, bathroom and furniture sanitation, snow removal, dusting shelves and equipment, washing windows, spot safety checkup.)
- 14) Must be willing to complete a training plan that will include specified college courses to acquire Child Development Associate Credential.
- 15) Perform janitorial duties as assigned.
- 16) Other duties as assigned by the Child Care Supervisor or designee.

QUALIFICATIONS:

- 1) High school diploma or GED and hold a current Infant Toddler CDA (Child Development Associate) credential. If applicant does not have a CDA they must develop a professional development plan that

includes submitting a CDA application within 6 months of hire. Experience in working with young children preferred.

- 2) Must possess good oral and written communication skills.
- 3) Must be 18 years of age by the date of hire.
- 4) Must complete and submit a work physical upon hire and every five years after hire.
- 5) Must complete an annual TB screening.
- 6) Current First Aid and Infant/Child (Pediatric) CPR certification. If not current, must be willing to obtain certification within 6 weeks of hire.
- 7) Current State of Alaska Food Worker's Card. If not, must be willing to obtain one within 2 weeks of hire.
- 8) Resident of the community given preference.
- 9) 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 (3-10-17)